

BOARD OF SELECTMEN
Drug Free Workplace Policy
Original Date: January 28, 1991
1991-1b

Reaffirmed: September 1, 1997
Reaffirmed: March 2, 1998
Reaffirmed: January 29, 2001
Reaffirmed: March 9, 2004

The Town of Wellfleet ("Town") recognizes and acknowledges that substance abuse, including the abuse of alcohol and controlled substances, is a serious and complex disease/condition which has a detrimental effect on the professional and personal lives of its employees, the town and the Community. Because the Town is committed to being part of the solution to such problems in order to ensure the safety of the workplace, its employees and the public, this policy is hereby established.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all Town workplaces. The Town shall distribute to all employees drug awareness and education materials which you must read and acknowledge. These materials will describe the dangers of substance abuse, the statewide policy of a drug free workplace, available substance abuse counseling, and rehabilitation and assistance programs. The Town shall distribute to all supervisors similar materials which shall include education specifically addressing the supervisors role in maintaining a drug free workplace. As a condition of employment the terms of this policy must be adhered to, and the violation of this prohibition shall result in one or more of the following personnel actions against you consistent with current contract employer/employee restrictions and limitations:

- a) Mandatory participation and successful completion of an approved drug rehabilitation or assistance program.
- b) Unpaid leave of absence pending successful completion of a program described under a) above,
- c) Termination

The severity of any personnel action shall be decided by the appropriate authorities, in accordance with established personnel policies, any pertinent union contract and/or the Town of Wellfleet Charter. Any employee who violates these prohibitions will also risk legal prosecution. The Town will, from time to time, update, amplify and reinforce its policy set out above through the dissemination of drug education and awareness material and programs which may necessitate your attendance at lectures, seminars, or films.

Dale Donovan, Chairman
Board of Selectmen