

## **Riverside Cemetery District Board Policy**

### **DRUG FREE WORKPLACE**

Policy 87

It is the policy of the Riverside Cemetery District to have a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in I-V of 202 of the Controlled Substance Act (21 U.S.C. 812) and Wyoming Statutes sections 35-7-1011 through 1022 and amendments thereof, or the possession or use of alcohol, is prohibited by the Riverside Cemetery District in the workplace and in all situations where an employee's off-the-job or off premises conduct impairs work performance. Employees shall not be under the influence of alcohol or any controlled substance while at the workplace. Any violation of the policy shall result in termination of employment. For purposes of this policy, the "workplace" is defined as the site for the performance of work done, including buildings or other district premises, any district owned vehicle or any other district approved vehicle.

Riverside Cemetery District shall conduct post-accident drug and alcohol testing of employees when an accident occurs at the workplace if any injury occurs to any party or the accident results in damage to property of Riverside Cemetery District or any privately owned property.

Riverside Cemetery District may conduct drug and/or alcohol testing if an employee is having work performance problems and/or is displaying behavior that may be alcohol or drug related and/or the supervisor of the employee has reasonable suspicion to believe that an employee is under the influence of alcohol or any controlled substance while at the workplace.

Riverside Cemetery District shall pay the cost of initial and confirmation drug and alcohol testing which it requires under this policy. Employees who dispute any results shall pay the cost of any additional drug and alcohol testing. All disputes shall be made by the employee within 72 hours of being notified of the results. During the time of the dispute, the employee shall be on leave without pay until the results are in. If the results are negative, the employee shall be reimbursed for the leave period. A positive drug and/or alcohol test shall result in termination of employment.

The alcohol and drug testing shall be performed by a medical care provider such as an emergency room, urgent care clinic or walk-in clinic as directed by Riverside Cemetery District. A supervisor shall accompany the employee to the facility selected by the Riverside Cemetery District.

Refusal to comply with the testing requirements of this policy shall be considered a positive drug and alcohol test and shall result in immediate termination.

Riverside Cemetery District shall make every effort to keep the results of alcohol and drug tests confidential. The employee's supervisor, office manager and the Board of Trustees shall have access to the results. Be advised, however, that test results may be used in administrative hearings and court proceedings, either civil or criminal.

Adopted: 1/12/2010