



7.2. Responsibilities:

7.2.1. **The Board of Commissioners:** The Board of Commissioners is responsible for:

- (a). Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
- (b). Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
- (c). Assuring adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

7.2.2. **Management:** The District General Manager or designee is responsible for:

- (a). Implementing and enforcing this policy and applicable procedures.
- (b). Insuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance.

7.2.3. **Employees:** Employees shall comply with this policy as a condition of employment. Employees are responsible for:

- (a). Not reporting to duty while under the influence of drugs or alcohol.
- (b). Not being under the influence of drugs or alcohol while On the Job.
- (c). Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- (d). Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy.
- (e). Cooperating and complying with applicable testing procedures established in this policy.
- (f). Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including



those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the chief then will determine whether the employee can remain at work and whether any work restrictions will be necessary.