

DRAFT REVISED POLICY

Substance Abuse Policy

The abuse of controlled substances (including alcohol, cannabis, and illegal/prescription drugs) is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Town's ability to operate effectively and efficiently. It is the Town's intent and obligation to provide a substance free, healthful, safe and secure work environment. Employees using any medication which may impede work performance must notify their supervisors or Human Resources prior to starting work.

It is strictly forbidden to manufacture, distribute, use, possess, purchase, sell, plan for sale or transfer illegal drugs, cannabis, drug paraphernalia, or any prescription drugs that have not been properly prescribed on Town property, in Town vehicles, during working hours, while working for the Town, while on breaks or while engaged in Town activities. It is strictly forbidden to manufacture, use, or sell alcohol on Town property, in Town vehicles, during working hours, during the performance of work for the Town, while on breaks, or while engaged in Town activities, except as authorized by the First Selectwoman or her designee. Possessing, distributing, and transferring alcohol are not prohibited, provided these activities do not violate any law or other Town policy and provided they do not result in disruption.

Even in the case of use of cannabis in accordance with Connecticut law for palliative use, employees must not report to work under the influence of cannabis. The Town will not make accommodations for an employee or allow an employee to perform his or her duties while under the influence of cannabis or to possess, use or otherwise consume cannabis while performing such duties or on the premises of the employer, except possession of palliative cannabis by a qualifying patient in accordance with Connecticut law for palliative use. Employees and applicants will not be discharged, penalized, threatened, or not hired based solely on their status as a qualifying patient or primary caregiver in accordance with Connecticut law for palliative use.

Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere) must inform the Town within five (5) days of such conviction or pleas. The Town may impose disciplinary action, up to and including termination, and require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment. Employees may be referred to the Town's Employee Assistance Program to deal with substance abuse issues or other personal problems.

If a supervisor has reason to believe that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect such employee's job performance, the employee may be sent home or may be sent for medical examination that may include a drug and/or alcohol test. Some employees are also subject to random drug testing programs due to their role with the Town. A positive test reading for drugs and/or alcohol (including one that is solely positive for THC) may result in disciplinary action up to and including termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

If an employee or applicant undergoes a drug test, a positive result, including one that is positive solely for 11-nor-9-carboxy-delta9-tetrahydrocannabinol (a cannabis metabolite known as THC), may form the basis for an adverse employment action.

Employees needing help in dealing with drug and/or alcohol dependency are encouraged to use the Town's EAP and health insurance plans, as appropriate. Employees and applicants may be subject to additional requirements depending on their role within the Town. Such requirements are in addition to the requirements of this policy.

Eff. July 1, 2022