



*City of Marlborough*  
*Personnel Department*

140 MAIN STREET  
MARLBOROUGH, MA 01752  
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354

**DAVID BRUMBY**  
PERSONNEL DIRECTOR

**MARY WARD**  
PERSONNEL ASSISTANT

**DIANE REGO**  
SENIOR CLERK

**DRUG AND ALCOHOL POLICIES & PROCEDURES**

**POLICY:**

The City of Marlborough has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the City of Marlborough has established an alcohol and drug-free workplace policy. The goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use.

While there is no intention of intruding into the private lives of employees, there is the expectation that employees should report to work in suitable mental and physical condition and should be able to perform their duties satisfactorily. It is understood that on-the-job involvement with drugs and alcohol can have an impact on the workplace and on one's ability to perform his/her duties in a safe and successful manner.

**PROCEDURE:**

1. The illegal use, sale, or possession of narcotics, drugs, or controlled substances during working hours; on the job or on City property is an offense warranting termination.. Any illegal substances will be turned over to the appropriate law enforcement agency.
2. Employees who are under the influence of alcohol, either on the job, or when reporting for work , or who purchase, possess, or consume alcohol during work hours, have the potential for interfering with their own as well as their co-workers safe and efficient job performance. Such conditions shall be proper grounds for administrative action up to and including termination of employment.
3. Off-the-job illegal drug and/or alcohol activity could adversely effect an employee's job performance and/or jeopardize the safety of other employees, the public, or City property/equipment and is proper cause for administrative action up to and including termination of employment.
4. Employees who are involved with off-the-job drug and/or alcohol activity that results in criminal/legal proceedings may be considered in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record and other factors relative to the impact of the criminal/legal proceeding upon the conduct of the business of the City.

5. Some of the drugs which are illegal under Federal, State or local laws include but are not limited to: Marijuana, Heroin, Hashish, Cocaine, Hallucinogens, medications not prescribed for current personal treatment by an accredited physician.
6. Employees are expected to follow any directions of their health care provider concerning prescription medications. It is strongly recommended that employees inform their physician about the type of work they do and inquire about the possible side effects of the medication. Employees are encouraged to notify MEDWORKS if any prescription drug is likely to have an impact on their job performance.
7. Any employee, during the work day/night, including with limitation all breaks and meal periods, consumes or uses, or is found to have in his/her personal possession, in his/her locker or desk or other such repository, alcohol, drugs, or drug paraphernalia, which are not medically authorized, will be suspended immediately pending further investigation, if use or possession is substantiated, disciplinary action up to and including discharge will be imposed.
- 7A. Nothing in this section shall subject an employee to disciplinary action if:
  - A. The employee possesses or stores an alcoholic beverage or controlled substance in the course of the employee's official duties as a police officer or a provider of emergency medical care.
  - B. The employee consumes an alcoholic beverage in the furtherance of the employee's official duties as a police officer and in conformity with Section 26.1.1 K1A of the policies and procedures of the Marlborough Police Department.
8. Each employee is to notify the City of any criminal drug and/or alcohol statute conviction. Failure to do so will result in disciplinary action up to and including termination.
9. Any employee may voluntarily request assistance in dealing with a personal drug addiction or alcohol problem by participating in the Employee Assistance Program (EAP). Because EAP is offered confidentially, employees may utilize the program without the knowledge of the City.
10. While EAP is a valuable resource in assisting individuals with personal problems, participation in the program will not prevent disciplinary action for violation of this policy.
11. All employees are required to attend the drug-free workplace seminar. This seminar will advise employees of: the impact of drug abuse in the workplace, how to use the Employee Assistance Program, and review of our policy on drugs and alcohol.
12. All supervisors will be required to attend a seminar which will instruct them on how to recognize the signs and symptoms of drug and alcohol impairment and how to deal with employees with this problem.
13. Any questions regarding this policy should be directed to the Personnel Director.



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**DRUG AND ALCOHOL POLICIES & PROCEDURES SIGN OFF SHEET**

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES INVOLVING  
DRUG AND ALCOHOL USE IN THE WORKPLACE.

Name: \_\_\_\_\_

Dept.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_