



## Human Resources Policy and Procedure Manual

<b>Section/Policy #: Section : Health and Safety</b>	<b>Page 1 of 2</b>
<b>Policy Title:</b> <b>Use and/or Possession of Drugs/Alcohol and/or Controlled Substances</b>	
<b>Distribution:</b> Human Resources Policy and Procedure Manual Holders	

**Original Date of Issue: 5/01**

<b>Reviewed</b>	<b>12/06</b>					
<b>Revised</b>						

**Policy:**

Continuum is committed to maintaining a drug-free workplace. Employees may not engage in the unlawful manufacture, distribution, dispensing, possession or use of drugs, controlled substances or alcohol while on duty or on The Hospital premises. An employee may not keep or store drugs, alcohol or controlled substances on his/her person or in his/her work area, desk or locker. This policy does not apply to drugs an employee is taking pursuant to a valid prescription. However, an employee may be released from duty if such prescription drugs impair his/her ability to work. An employee who violates this policy is subject to immediate disciplinary action, up to and including discharge

**Procedure:**

1. An employee is prohibited from using or possessing a drug or controlled substance while on duty or on the Hospital premises without proper authorization from a health care provider. Proof of a valid prescription may be required.
2. Alcohol may be served and consumed only at an official hospital function. Prior written approval of a Vice President or officer of higher rank must be obtained before serving alcohol at an official The Hospital function..
3. If an employee witnesses another employee using or possessing alcohol while on duty or on the hospital premises outside of an official hospital function as described in the preceding paragraph, or using or possessing a drug or controlled substance while on duty or while on the hospital premises, he/she must report such information to his/her supervisor or to the Security Department for prompt investigation. All employees are expected to cooperate in the investigation. If the information is reported to a supervisor, the supervisor must forward the information to the Security Department.

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4. The Security Department will conduct a prompt investigation, and will inform the Labor Relations division of the Human Resources Department and the affected department of the results of the investigation.
5. Managers and Supervisors should consult the policy on “fitness for duty” in the event that an employee appears to be under the influence of a controlled substance.
6. The employee will notify the the Hospital in writing of his or her conviction for a violation of a criminal drug statue no later than five calendar days after such conviction.
7. If an employee is convicted for a violation of a criminal drug statute, Labor Relations will notify the New York State Emergency Management Office in writing, within ten calendar days after being notified of the conviction. The notice shall include the position title of the convicted employee and the federal identification number of the the Hospital.
8. Within thirty days of the notice of conviction, Labor Relations will discipline the employee, in accordance with the applicable collective bargaining agreement, up to and including discharge.

Corp. Vice President for Human Resources: *Bart Metzger*



**ACKNOWLEDGMENT OF USE and/or POSSESSION OF DRUG, ALCOHOL and/or CONTROLLED SUBSTANCE POLICY**

I have read Continuum’s **Use and/or Possession of Drugs, Alcohol and/or Controlled Substances** Policy in its entirety. I understand the policy and I agree to abide by its terms.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date