



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 24**

**DRUG FREE WORK PLACE**

These Administrative Instructions clarify City policy with respect to a drug free workplace. All current employees, and future employees upon hire, will be provided a copy of this policy as required by the Drug Free Workplace Act of 1988.

**INSTRUCTIONS**

It is the intent and obligation of the City to provide a drug free work environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.

Employees must, as a condition of employment, abide by the terms of the policy and report conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. Violations of statute may be for unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. Written notification must be given to the Municipal Administrator within five (5) days after the conviction.

Disciplinary action will be taken against any employee who is found to be in violation of the policy pursuant to procedures published in the employee handbook or appropriate labor contract. Normally, the City will subscribe to the principle of progressive disciplinary action to include:

- written reprimand
- suspension without pay
- termination

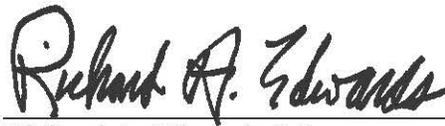
However, it is recognized that a combination of various disciplinary actions against an employee, an act of serious nature, or repeated acts, may cause the Mayor or responsible supervisor to consider and bypass one or more of the disciplinary steps outlined above.

The City will notify in writing all appropriate federal and state agencies doing business with the City (e.g. HUD, ODOT, etc.) within ten (10) days after receiving notice of any employee convicted of a violation of criminal drug statutes.

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Within thirty (30) days of receiving notice of an employee conviction, the City will take the following actions:

- take appropriate personnel action against an employee in accordance with established disciplinary procedures; and/ or
- require an employee to participate satisfactorily in an approved drug rehabilitation program



Richard A. Edwards, Mayor

10-5-2016

Date