

## 117 – ALCOHOL AND DRUGS

- A. The Court System is an alcohol and drug-free workplace. Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by a Court System employee on the job, in the workplace, or where Court System work is performed, will subject that employee to corrective action up to and including dismissal.
- B. Any employee convicted of violating any federal or state criminal drug statute in the workplace must notify the employee's supervisor and the Human Resource Director within five days of the date of the conviction. The Human Resource Director will notify any U.S. government agency providing grant funds to the Court System of the conviction within 10 days after receiving notice by the employee or the court of conviction.
- C. This policy protects the lives and safety of all Court System employees and property. If a supervisor reasonably suspects that an employee may be under the influence of a controlled substance or alcohol while on Court System property or during the employee's scheduled work hours, the supervisor after consultation with the appointing authority or designee will request the employee to submit to a screening or test at a designated testing facility at the Court System's expense. If the appointing authority or designee is not available, the supervisor must consult the Human Resource Director or the State Court Administrator prior to requesting the employee submit to screening. An employee who fails to consent to the request is subject to corrective action up to and including dismissal.
- D. An employee who uses medication is responsible for being aware of any effect such substances may have on the performance of the employee's duties. If an employee finds that certain medications impair the employee's performance, the employee should report this to the Human Resource Director along with acceptable medical documentation. The hiring authority, in conjunction with the Human Resource Director, will determine whether the employee is able to perform the employee's job safely and properly.
- E. As a condition of continued employment, an employee in violation of this policy may be required to successfully complete an inpatient or outpatient treatment program sponsored by an approved private or governmental institution.

Approved by the Supreme Court 4/1/12; amended 11/6/19 effective 12/1/19