

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 511

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SUBSTANCE ABUSE POLICY DRUG-FREE WORKPLACE

Reviewed and
Updated 8/06

ALA recognizes the presence of alcohol and drug abuse in the workplace creates potential health hazards and jeopardizes the safety and security of all employees.

The Association expects all employees to assist in maintaining a work environment free from the effects of alcohol and other drugs.

The American Library Association prohibits employees from engaging in the manufacture, possession, use, distribution, sale, dispensation or purchase of non-prescribed, controlled substances, while otherwise performing ALA business. Working under the influence of alcohol, intoxicants or illegal drugs is also unacceptable.

If an employee is impaired as a result of taking physician prescribed medication(s), he or she is required to discuss the situation with his or her supervisor prior to commencing work. The decision to allow the employee to work will be at the discretion of the supervisor in concert with the Human Resources Department.

In compliance with the Drug-Free Workplace Act of 1988, an employee who is convicted of any violation of any criminal drug statute, including misdemeanors, occurring either on ALA property or in connection with that employee's work or during your scheduled working hours, must notify your immediate supervisor and the Director of Human Resources within five (5) days of the date of conviction. A conviction includes any plea or finding of guilty, a plea of "nolo contendere" (no contest) or the imposition of a fine, jail sentence or other penalty.

Federal law requires the American Library Association to notify the appropriate federal agency within 10 days of conviction if the convicted employee is working on a project supported either partially or in whole by a federal grant or contract.

Compliance with this substance abuse policy is a condition of employment; therefore, any violation of this policy will result in the appropriate disciplinary action up to and including termination.

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Employees with alcohol or controlled substance dependency are strongly encouraged to seek the rehabilitation (intervention) services provided by the Human Resources Department. Contacts of this nature are confidential matters, except as required by the law and in the case of jeopardizing the immediate health, safety or security of the employee and/or the broader Association community. The Executive Director has the right to take any necessary action to protect the health, safety and security of the affected employee and others, including deciding under what conditions an employee may continue your employment with the Association.

If you should have any questions regarding this policy, please contact the Human Resources Department.

Policy requires signature of employee.

Signature

Date