

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Drug and Alcohol Abuse  
**POLICY NUMBER:** 226

**226.10** It is the desire of the Board of Directors that all work environments of District Employees be safe, productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**226.20** The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited. Employees must notify their immediate supervisor, or the general manager, of any drugs prescribed by a physician.

**226.21** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work.

**226.22** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**226.23** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**226.30** The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has the discretion to handle each case individually. Factors, such as the employee's frequency of use, commitment to rehabilitation, and type of substance used, will be taken under consideration.

**226.31** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

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**226.311** Successfully complete an approved rehabilitation program;

**226.312** Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

**226.313** Be subject to periodic testing without further reasonable cause.

**226.32** Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated without recourse.

**226.33** Discipline or termination will not be taken until a thorough investigation has been completed.