

DRUG FREE WORKPLACE

Drug Free Workplace Policy: The County of Cass recognizes drug abuse as potential health, safety and security problems and employees dealing with such problems are encouraged to participate in programs at Woodlands Behavioral Healthcare Network. Cass County is committed to provide a drug-free, healthful, safe, and secure work environment for all its employees; and provide further, that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited; and that violations of this policy will result in disciplinary action, up to and including termination of employment and may have legal consequences.

Cass County will provide a drug-free awareness training program every two years to inform its employees about:

- (a) The dangers of drug abuse in the workplace;
- (b) this policy;
- (c) any available drug counseling rehabilitation and employee assistance program; and
- (d) the penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.

It shall be the policy of Cass County that employees working on projects or programs funded in whole or in part by Federal grant monies be given a copy of this policy statement and as a condition of employment under the grant, abide by the terms of the policy and report any convictions under a criminal drug statute for violation occurring on or off County premises while conducting County business within five (5) days after the conviction. A conviction includes any finding of guilty, pleas of guilty or no contest plea. The Cass County agency recipient shall notify the contracting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual conviction.

Controlled Substance Testing: It is the policy of Cass County to provide pre-employment drug screening for persons applying for all positions with the County.

Pre-employment Testing: A statement announcing Cass County's policy of pre-employment drug testing shall be included on all job postings. Applicants for employment, other than current regular County employees, shall be required to take a Drug Test. Failure to submit a sample for testing shall disqualify a candidate from employment. Positive initial testing and positive confirmation shall disqualify a candidate from employment.

Urine is the substance for testing the presence of Amphetamines, Barbiturates, Cocaine Metabolite, Marijuana Metabolite, Opiates and Phencyclidine (PCP). Collection of the sample and chain of custody requirements shall be performed under strict procedures established for these purposes by County approved collection site personnel and the testing laboratory.

An offer of employment shall not be extended to any candidate prior to receipt of the drug test results by the County.

In recognition of the desirability of consistent and equitable treatment for all employees, this policy has been formulated and adopted by the board of Commissioners and the undersigned elected Officials as the official Cass County Drug Free Workplace Policy. That portion of this policy governing Controlled Substance Testing does not apply to the Sheriff's Office employees, but the Sheriff's Drug Testing Policy applies to those employees.

Adopted: September 9, 1999

Amended: March 6, 2003

Amended: _____, 2021