CITY OF GRAND RAPIDS
ADMINISTRATIVE POLICY

NUMBER: 89-04	DATE: 6/9/89
REVISIONS:	
ISSUED BY: City Manager	SIGNED *Kurt F. Kimball*

SUBJECT: DRUG-FREE WORKPLACE

PURPOSE: To insure a safe, productive, and drug-free environment for the citizens and employees of the City of Grand Rapids. The following policy has been formulated in accordance with the "Drug-Free Workplace Act of 1988". It is to serve as a basis for providing an understanding of the City's stance on drugs in the workplace.

POLICY:

For the purpose of this policy, the term "drug-free workplace" means a site for the performance of work by a City employee. Each City employee will receive a copy of this policy and is responsible for adhering to the following provisions:

A.   The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited by employees in City buildings, on City grounds and while in or operating City vehicles or equipment. Such activity is prohibited while employees are on duty, regardless of the site where their work is being done.

B.   All employees whose work is funded by Federal Grant Funds and who are convicted of any criminal drug statute for a violation occurring in the workplace must notify their supervisor no later than five (5) days after the conviction.

C.   If any part of a convicted employee's work is funded by Federal Grant Funds, the City of Grand Rapids must notify the granting agency within ten (10) days after receiving notice of the workplace related conviction from the employee or other authorized source.

D.   Within 30 days after a violation or receiving notice of a workplace related conviction, the City of Grand Rapids will take appropriate personnel action against such employee up to and including termination.

E. Employees who suspect that they have a problem using, or who are selling drugs are strongly encouraged to contact the City's Employee Assistance Center. Any contact with the Employee Assistance Center is strictly confidential and is not reflected in City of Grand Rapids personnel records.