Timberland Regional LIBRARY

Drug and Alcohol-Free Workplace Policy

Policy Number: 092
Supersedes Policy #03-10-94; HR 008

Approved: 11/18/2020
Authorized by: Board of Trustees

Effective 12/1/2020 – 11/30/2023
Review Date: 9/30/2023

1) **Purpose:**
   To outline Timberland Regional Library (TRL)'s expectation that all locations are designated as drug and alcohol-free workplaces for reasons of public health and workplace safety.

2) **Scope:**
   The following policy applies to all TRL employees and volunteers.

3) **Background:**
   None.

4) **Definitions:**
   A. Locations: all TRL branches, buildings and kiosks that are operated by TRL as part of the library system.
   B. Drug: a chemical whose manufacture, possession or use is regulated by the government. Such substances are defined by their potential for abuse and their ability to cause psychological or physical dependence. Drugs include, but are not limited to: depressants, hallucinogens, inhalants, narcotics, opioids, steroids and stimulants, but can also include pharmaceuticals that are consumed recreationally rather than for their prescribed intent. For the purposes of this policy, marijuana is omitted from this definition due to its inclusion in TRL's Marijuana and Tobacco Free Workplace Policy.
   C. Alcohol: A substance commonly produced by the fermentation or distillation of grain, starch, molasses or sugar, and any other substance that includes dilution or mixture of the substance. The term 'alcohol' refers to undistilled drinks such as beer, wine, hard cider, mead, malt beverage, and sake, or distilled spirits such as gin, brandy, whiskey, rum, tequila, vodka, absinthe or everclear.

5) **Policy:**
   A. TRL strictly prohibits the possession, consumption, sharing, sale or distribution of drugs, alcohol and recreational prescription drugs.
      1. Employees are expected to be free from any impairment or substance that may interfere with the fulfillment of their job requirements, or could lead to injury, accident or property damage.
      2. Employees shall not report to work under the influence of drugs or alcohol, nor shall they consume prescription drugs illegally during working hours.
      3. Employees must notify TRL within five (5) business days any citation, violation or conviction for drugs and/or alcohol in the workplace, during

working hours, or in instances in which the terms of the violation interfere with the requirements of the position.

B. Alcoholic beverages may not be consumed or served on library premises, except at specific events pre-approved by the Executive Director. If approval is granted, required local permits must be obtained and all laws and regulations required by the State of Washington must be met.

C. Possession and consumption of medically prescribed drugs during working hours is permissible, provided that use is compliant with the drug's recommended dose and usage as prescribed by a medical professional.
    1. Employees responsible for operating TRL equipment, TRL vehicles, or personal vehicles for TRL business must report to Human Resources if they are taking a prescribed medication with a warning label that recommends avoiding operation of machinery or motor vehicles while taking the drug.
    2. Employees may, in such instances, request a medical accommodation for the duration of time in which the drug is prescribed. Such accommodations must include a statement from their medical provider outlining the employee's limitations and the estimated duration of the limitation. Approval will be contingent upon whether a reasonable accommodation can be provided without adversely impacting business need.

D. Failure to comply with any aspect of this policy may lead to disciplinary action, up to and including termination.

6) **References:**
A. TRL Marijuana and Tobacco-Free Workplace Policy.

7) *Citations:*
RCW 69.50

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.