



PIEDMONT REGION

Title:	Drug-Free Workplace Policy	Policy #:	7
Effective Date:	August 20, 2015	Revision Date:	January 17, 2019

Purpose:

The Virginia Career Works – Piedmont Region (VCW-Piedmont) as an employer has a drug-free workplace policy and expects that all Workforce Innovation and Opportunity Act sub-contractors provide a drug-free workplace. This policy will define the VCW-Piedmont’s drug policy as an employer, and provide guidance to WIOA sub-recipients on providing a drug-free workplace.

Policy:

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. The VCW-Piedmont is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees’ jobs. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. It is a violation of office policy for any employee to:

1. Use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. Report to work under the influence of illegal drugs or alcohol.
3. Use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

An employee of the VCW-Piedmont whose conduct violates the drug-free workplace policy will be disciplined up to and including termination. Supervisors will confidentially meet with an employee whenever they see changes in performance or behavior that suggest that the employee has a drug problem. The VCW-Piedmont may conduct drug and alcohol testing of job applicants and/or upon observing behavior creating reasonable suspicion.

If the testing is conducted on a “reasonable suspicion” basis, the employer will promptly record the circumstances that formed the basis for determining that reasonable suspicion existed to warrant the testing. A copy of this documentation will be provided to the employee on request, and the original documentation will be kept confidential. Failure to submit to for cause drug and alcohol testing is misconduct and is grounds for discharge or suspension without pay.

If an employee is tested for illegal drugs or alcohol following an injury at work and the test results are positive, the employee may not be entitled to workers’ compensation benefits. Similarly, an employee

who is suspended or discharged as a result of a positive drug/alcohol test may not qualify for unemployment insurance benefits.

Sub-Contractor Responsibility

Each sub-contractor of the Workforce Innovation and Opportunity Act grant from the VCW-Piedmont will provide a drug-free and alcohol-free workplace at the One-Stops, their satellite offices, and all other Workforce Innovation and Opportunity Act funded facilities. The VCW-Piedmont expects each sub-contractor of WIOA funds to have a written Drug-Free Workplace Policy.