

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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WDC Policy #: 106
Effective Date: 7/1/00
Revision Date: 7/1/15

SUBJECT DRUG FREE WORKPLACE

PURPOSE

To establish a policy and procedure for maintaining a workplace free of drugs and alcohol as specified in the Federal Drug-Free Workplace Act of 1988 and WAC 296-24-073(6)(e), Safe Place Standards, and RCW 69.50 Uniform Controlled Substance Act. All WIOA Title I and Wagner Peyser grant recipients and subrecipients must comply with the government-wide requirements for a drug-free workplace, 29 CFR part 98 Subpart F.

BACKGROUND

On November 18, 1988, Congress enacted the Drug-Free Workplace Act requiring agencies or organizations to certify that they will provide a drug-free workplace as a precondition of receiving federal funds. This policy is designed to keep the Workforce Delivery Area (WDA X) in compliance with this requirement. In addition the Workforce Development Council (WDC) requires service providers to have current drug-free workplace policies.

POLICY

The WDC is committed to providing a safe, healthy, and productive work and learning environment for its participants. This policy addresses the effect that drug and alcohol use may have on participant safety, learning or work performance, attendance, behavior during hours of paid participation, and the WDC's responsibility to provide safe and effective programs.

Participants are prohibited from unlawfully manufacturing, distributing, dispersing, possessing, transporting, using, and from being under the influence of illegal drugs or alcohol during their hours of paid participation.

PROCEDURES

I. DEFINITIONS

- A. Chemical Dependency—An illness produced from repeated use of alcohol or other drugs resulting in an inability to perform assigned work satisfactorily or in unacceptable behavior during hours of paid participation.

- B. Controlled Substances—A substance recognized as a drug as identified in RCW 69.50, Uniform Controlled Substance Act.
- C. Drug—Mind altering chemicals, whether illegal according to statute, or legal in some circumstances (e.g., alcohol and certain medications). A substance recognized as a drug as identified in RCW 69.50, Uniform Controlled Substance Act.
- D. Drug Test—A test to determine the presence of a controlled substance in the body as referenced under RCW 69.50.
- E. Impaired—Observable and documented change in work or learning performance due to the use of drugs or alcohol.

II. RESPONSIBILITY

- A. All participants regardless of status or training activity shall comply with this policy regarding a drug-free work or learning environment.
- B. All participants must report to work or learning sites in a condition fit to perform their duties unimpaired due to the use of alcohol or other drugs.

III. ACTION

A participant determined to be in violation of this policy shall be suspended from active participation. The participant will be counseled and referred to appropriate treatment and rehabilitation programs.

Participants accepting treatment may remain enrolled in the program in an inactive status. During treatment the participant will be assigned to a drug/alcohol coordinator. Upon successful completion of the treatment the participant may resume active participation.

Participants refusing treatment shall be terminated at the moment of refusal. Such a participant shall be barred any additional service unless documentation of successful treatment is provided at the time of any new application.

IX. EXCEPTION

This policy does not apply to a participant possessing and legitimately using legally prescribed medication. However, participants taking prescribed medication that may affect their performance should confer with their program counselors and/or worksite supervisors or trainers. A doctor's statement may be required.