



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

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ALCOHOL AND DRUG POLICY

The Town of Saugus has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the Town has established this Policy regarding drug and alcohol use or abuse. The goal will continue to be one of establishing and maintaining a work environment that is free from the effects of alcohol and drug use.

Employees of the Town of Saugus are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and credible fashion. The vast majority of employees reflect credit upon themselves and the Town of Saugus.

While the Town has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee off-the-job and on-the-job involvement with drugs and alcohol can have an impact on the work place and on its ability to accomplish the goal of alcohol and drug-free work environment.

The following is the Town of Saugus' Policy:

- The illegal use, sale, or possession of narcotics, drugs, or controlled substances, while on the job or on Town property, is an offense that warrants disciplinary action, up to and including discharge. Any illegal substances will be turned over to the appropriate law enforcement agency.
- Employees who are arrested because of off-the-job drug activity may be considered in violation of this Policy. In deciding what action to take, management will consider the nature of the charges, the employee's record with the Town, and other factors relative to the impact of the employee's arrest upon the conduct of Town business.
- Examples of drugs that are illegal under federal, state or local law include, among others: marijuana, opiates, hashish, cocaine, hallucinogens, amphetamines, depressants, phencyclidine, and any other controlled substance.
- Employees who are under the influence of alcohol, either on-the-job or when reporting to work, or who possess or consume alcohol during work hours, have the potential for interfering with their own,

as well as, their co-workers, safe and efficient job performance. Employees engaged in such activity will be subject to disciplinary action, up to and including termination of employment.

- Employees must follow the directions of their health care provider concerning prescription medications, and must immediately notify their supervisor of their use of any prescription drug which could affect the performance of their job. Employees engaged in safety sensitive functions that do not report such use prior to commencing work will be considered to have violated the Policy on drug use and will be disciplined accordingly. Employees using prescription drugs are required to produce documentation of such prescription. In addition, the Town must be notified of any prescription drug or over the counter drug use at the time of any testing or screening for controlled substances.
- Any employee, while on Town property or during that employee's work shift, including, without limitation, all breaks and meal periods, who consumes or uses, or is found to have in their personal possession, in their locker or desk or other repository, alcohol or drugs, which are not medically authorized, or is found to have used or to be using such alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is substantiated, disciplinary action, up to and including discharge, will be imposed.