

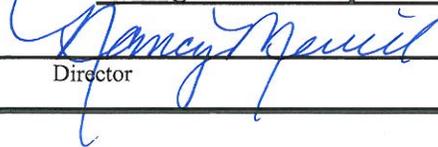
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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE:** Drug-Free Workplace

**APPROVALS:**

  
Director

**HUMAN RESOURCES**  
Policy Owner

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**1.0 PURPOSE:**

It is the policy of the Department of Parks & Recreation to maintain a drug-free workplace.

- 1.1 Alcohol/drug abuse in the workplace has many detrimental effects on any organization and its employees.
- 1.2 Alcohol/drug abuse impacts morale, lowers productivity, causes safety violations, and increases health care costs.
- 1.3 The Department of Parks & Recreation is committed to maintaining a work environment free from illegal drugs and alcohol and other drug abuse.

**2.0 PROCEDURE:**

- 2.1 Employees of the Department of Parks & Recreation are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.
- 2.2 Violations of this policy will result in corrective action, which may include discipline up to and including dismissal.
- 2.3 Employees are also reminded that they have access to free confidential, professional help through the State's Employee Assistance Program and are urged to take advantage of this service if alcohol and other drug abuse are a problem.

**3.0 CONDITION OF EMPLOYMENT:**

- 3.1 As a condition of employment, every employee is required to abide by this drug-free workplace policy, and
- 3.2 Is further required by Federal law to notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Idaho Department of Parks and Recreation  
**DRUG-FREE WORKPLACE POLICY**

It is the policy of the Department of Parks & Recreation to maintain a drug-free workplace. Alcohol/drug abuse in the workplace has many detrimental effects on any organization and its employees. Alcohol/drug abuse impacts morale, lowers productivity, causes safety violations, and increases health care costs. The Department of Parks & Recreation is committed to maintaining a work environment free from illegal drugs and alcohol and other drug abuse.

Employees of the Department of Parks & Recreation are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Violations of this policy will result in corrective action, which may include discipline up to and including dismissal. Employees are also reminded that they have access to free, confidential, professional help through the State's Employee Assistance Program and are urged to take advantage of this service if alcohol and other drug abuse are a problem.

As a condition of employment, every employee is required to abide by this drug-free workplace policy, and is further required by Federal law to notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: After reading this policy, the employee signs the acknowledgement form. The signed acknowledgement form is forwarded to the Payroll Office and the employee keeps the policy for reference.