

Sacramento Suburban Water District

Drug and Alcohol Program Policy

Adopted: July 21, 2008
Approved with Changes: May 17, 2021

100.00 Purpose of the Policy

The purpose of this policy is to 1) state the Board's recognition that the public service responsibilities entrusted to the employees of the District require the adoption of a policy against drug and alcohol abuse because it can hinder employees' ability to perform their duties safely and effectively, 2) confirm the District's commitment to maintain a drug and alcohol-free workplace, and ensure the health and safety of all District employees, customers and the general public by authorizing the development, implementation, and maintenance of a Drug and Alcohol Program Manual, and 3) establish guidelines for drug and alcohol testing as appropriate for and safety and non-safety sensitive positions.

200.00 Policy

The District has a significant interest in ensuring the health and safety of its employees and the public by avoiding the adverse impacts of drug and alcohol abuse and by compliance with the requirements of the Americans with Disabilities Act (ADA). In addition, the federal Drug Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990 require all agencies receiving grants from any federal or state agency to maintain and promote a drug-free workplace. As such, the District will identify and discipline those employees who are impaired by use of alcohol or any substance while on the job in violation of the following, up to and including termination of employment:

1. Employees shall not: (i) be under the influence of alcohol or illegal drugs while on duty; (ii) possess alcohol or illegal drugs while on District property, at work locations or in uniform; (iii) manufacture, sell or provide drugs or alcohol illegally to any other employee, member of the public, or to any person in the workplace; (iv) have their ability to work impaired as a result of the use of alcohol or illegal drugs when reporting for work.
2. Upon receiving an initial offer of employment, an otherwise successful candidate for a safety-sensitive position must submit to a drug and alcohol analysis.¹ Any position deemed as safety-sensitive, for purposes of this policy, will be determined

¹ While marijuana is legal under California state law, it remains an illegal Schedule I substance under the United States Controlled Substances Act and as such remains prohibited under this Policy.
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by the District and does not necessarily correspond to any safety sensitive position defined by the Department of Transportation (DOT). However, all DOT rules and regulations will be applied to employees covered by them. Failure to submit to a pre-employment drug and alcohol analysis will result in a withdrawal of an offer of employment.

3. Safety and non-safety sensitive employees will be subject to drug and alcohol testing when there is reasonable suspicion that an employee has violated the rules provided in Section 21 above. Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management as a result of reasonable suspicion may be considered a violation of this Policy and may be subject to corrective action up to and including termination of employment.

The District reserves the right to search, without employee consent, all areas and property in which the District maintains control or joint control with the employee.

300.00 Authority and Responsibility

The Human Resources Administrator, Operations Manager, and General Manager will be responsible for administering this policy. This will include developing, implementing, and maintaining a Drug and Alcohol Program Manual that will be provided to all employees.

400.00 Policy Review

This Policy shall be reviewed at least biennially.