

Human Resource Management

Drug-Free Workplace

Policy 7-7

Policy The Department of Children and Families shall maintain a workplace free from the effects of alcohol and drug use and shall take prompt action to resolve any violation of this policy.

Definitions **Controlled substance** means a medication not taken under a doctor's prescription or taken in a manner inconsistent with a doctor's order that has been determined by the federal government to have a potential for abuse or is potentially physically or psychologically addictive.

Illegal drug means any drug that is prohibited by law to be in the possession of an employee.

Impaired means being physically or mentally unfit to carry out assigned job duties in a professional manner due to the influence of alcohol or drugs.

Workplace means any location owned, operated or controlled by the State of Connecticut, including state vehicles and any other location where state business is conducted including areas through which an employee travels while on state time.

Prohibited Conduct An employee shall not:

- unlawfully manufacture, distribute, dispense, possess or use controlled substances, illegal drugs or alcohol or be under the influence of a controlled substance or alcohol while on the job or in the workplace;
- engage in the use of controlled substances, illegal drugs or alcohol off duty in a manner that causes the employee to be impaired in the workplace or otherwise interferes with the mission of DCF;
- use any controlled substance, illegal drug or alcohol while operating a motor vehicle in the performance of state business or at any time while operating a state vehicle; or
- report for duty in an impaired state due to the influence of legally-prescribed and obtained drugs.

If at any time while in the workplace, an employee determines that he or she is impaired due to legally-prescribed and obtained drugs, he or she shall immediately inform his or her supervisor of this situation and arrange to leave the workplace. Such employee shall not attempt to operate a motor vehicle under these circumstances.
