

MEMORANDUM

Human Resources Department (503) 588-6162

TO: All City Employees

THROUGH: Linda Norris, City Manager *Linda Norris*

FROM: Constance L Munnell, Human Resources *Constance Munnell*

DATE: October 15, 2009

SUBJECT: Drug-Free Workplace Act Notice

The expected standard of conduct for all employees in the career and exempt services and volunteers in the service of the City of Salem shall be in the public interest as opposed to individual interests. Therefore, in order to render the best possible service to the general public and to reflect credit on the city service, high standards of conduct are essential. The continued employment of every employee shall be conditioned on conduct and satisfactory performance of duties. All provisions of conduct shall apply to volunteers.

The Federal "Drug-Free Work Act of 1988" requires all organizations receiving grants from any federal agency to certify to that Agency that they will maintain a drug-free workplace. Since the City of Salem receives substantial amounts of federal grants funds, this law applies to us.

As part of the required certification process, the City must provide the following notice to its employees supported by federal funds. We distribute this notice to all City employees to ensure that everyone who may now, or in the future, be supported by these grants funds receives a copy.

NOTICE

THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE IN CITY FACILITIES OR EQUIPMENT IS PROHIBITED. EMPLOYEES WHO COMMIT SUCH PROHIBITED CONDUCT WILL BE DISCIPLINED OR WILL BE REQUIRED TO SUCCESSFULLY COMPLETE APPROPRIATE REHABILITATIVE TREATMENT, WHICHEVER IS REQUIRED BY ESTABLISHED CITY POLICY OR AN APPLICABLE LABOR CONTRACT.

IF DISCIPLINE IS REQUIRED, IT SHALL INCLUDE TERMINATION OR ANY OTHER DISCIPLINE CONSISTENT WITH THE CITY'S POLICY OF THE APPLICABLE LABOR CONTRACT.

IF AN EMPLOYEE IS CONVICTED OF VIOLATING ANY CRIMINAL DRUG STATUTE AS A RESULT OF CONDUCT IN THE WORKPLACE, THE EMPLOYEE MUST NOTIFY THE CITY WITHIN FIVE (5) DAYS OF THE CONVICTION.

EMPLOYEES WILL ABIDE BY THE TERMS OF THIS STATEMENT AS A CONDITION OF EMPLOYMENT UNDER PROGRAMS SUPPORTED BY FEDERAL GRANTS.

If you have questions regarding this notice, please contact the Human Resources Office.