

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

SUBJECT: SUBSTANCE ABUSE AFFECTING JOB PERFORMANCE

The Board of Public Works recognizes that poor performance may be due to personal problems such as substance abuse (alcohol and/or drug), or family, financial, or legal problems. However, the escalating problem of substance abuse is of greatest concern. Substance abuse is a major cause for loss in production and increased on-the-job injuries and accidents. Consequently, it is the Department's responsibility to promote a work environment that is free from the effects of drug and alcohol abuse in accordance with policies established by Mayoral directive, City Council action, and State and Federal law.

The Board expects employees whose job performance is affected by substance abuse to seek help at the earliest possible time to correct their job-related problems prior to the need for formal disciplinary action. Employees who acknowledge that substance abuse problems are affecting their jobs and who actively seek help by participating in a program to improve their work performance will be supported in their efforts by the Board and Department management. In those cases where discipline is being contemplated, active participation in such a program will be a consideration when determining a penalty. However, Department Management will not look favorably on employees who claim to need professional assistance only after progressive discipline has been taken and termination is recommended. Therefore, employees are strongly encouraged to seek assistance in the early stages before their jobs are in jeopardy.