

A RESOLUTION TO ESTABLISH A DRUG-FREE WORKPLACE

WHEREAS, Spring Hill is required to inform all employees of the following policy under the provisions of the Drug-free Workplace Act of 1988;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF SPRING HILL, TENNESSEE:

SECTION 1: The Town of Spring Hill has a legal responsibility and management obligation to ensure a safe work environment, as well as paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties while on duty. Employees must be free from drug or alcohol dependence, illegal drug use, or drug or alcohol abuse. There is sufficient evidence to conclude that the use of illegal drugs or alcohol; drug or alcohol dependence; and drug or alcohol abuse seriously impair an employee's performance and general physical and mental health.

SECTION 2: The illegal possession and use of drugs, alcohol, and/or narcotics by employees, while on duty, of the municipality is a crime in this jurisdiction and clearly unacceptable. Therefore, the Town of Spring Hill has adopted this written policy to ensure its employees' fitness for duty as a condition of employment.

- A. Municipal government employees, while on duty, shall not take or be under the influence of any narcotics or dangerous substance unless prescribed by the employee's licensed physician. Employees who are required to take prescription medicine shall notify their immediate supervisors of the medication prescribed and the nature of the illness or injury.

- B. Municipal government employees are prohibited from the use, possession, manufacture, distribution, and sale of drugs, alcohol, or any other controlled substance on municipal government property or in city vehicles.
- C. All property belonging to the municipality may be subject to inspection at any time without notice as there may be no expectation of privacy in such property.
 - 1. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.
 - 2. Employees' assigned lockers (that are locked by the employee), are also subject to inspection by the employee's supervisor after reasonable advance notice (unless waived by the Chief Administrative Officer) and in the presence of the employee.
- D. As a condition of continued employment with the Town, all employees must abide by the Town's policy and notify the immediate supervisor of any criminal drug statute convictions within five days after such conviction. The Town, in turn, will inform the granting or contracting agency within ten days of such notification.
- E. Failure to comply with the provisions or intent of this general order may be used as grounds for disciplinary action up to and including termination, or for requiring the employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

SECTION 3. This Resolution shall take effect from and after its adoption.

Passed and adopted on the 21st day of October, 1991.

R. P. Boyd, Jr.
R. P. BOYD, JR., MAYOR

June Quirk
JUNE QUIRK, RECORDER

LEGAL FORM APPROVED:

Robin Courtney
ROBIN COURTNEY, TOWN ATTORNEY