

RESOLUTION 2022-14: A RESOLUTION OF THE OTTER ROCK WATER DISTRICT ADOPTING A DRUG FREE WORKPLACE POLICY

WHEREAS, Otter Rock Water District is a properly formed Domestic Water Supply District created under ORS Chapter 264; and

WHEREAS, Otter Rock Water District is applying for federal grant monies through FEMA Hazard Mitigation Grant program; and

WHEREAS, Receipt of federal funds requires a Drug Free Workplace policy;

NOW, THEREFORE, BE IT RESOLVED:

That Otter Rock Water District adopts the Otter Rock Water District Drug Free Workplace Policy, as attached hereto and incorporated herein as Exhibit A.

ADOPTED BY OTTER ROCK WATER BOARD THIS 14TH DAY of JANUARY 2022.


Lisa Hall, Board Vice President

Attest:


Beth Elliker, Board Secretary



Drug Free Workplace Policy

The Otter Rock Water District (hereinafter District) has a standard of conduct that prohibits the possession use or manufacture of drugs on the District property or while employed.

We will require and impose disciplinary actions and sanction drug rehabilitation for any person found to be in violation of this policy. In addition, violation of the Drug Free Workplace policy may be in violation of the law and involve the authorities.

Each violation will be evaluated and addressed separately. The Drug Free Workplace policy is as follows:

- Unlawful manufacture, possession use or distribution of illegal drugs while on District property is prohibited.
- Use of legal prescription drugs in excess or that do not have a prescription will be in violation of this policy in addition to use of alcohol or over the counter drugs in excess to the extent the employee's health or safety are in jeopardy.
- Employees who violate the policy are subject to disciplinary action up to and including termination
- Any employee found to be arrested must notify the District within one week of the conviction and indicate which law has been violated
- The District reserves the right to sanction treatment of convicted persons who wish to continue their employment following a conviction.
- The District may randomly screen employees at our discretion and may also test those individuals who may appear to demonstrate signs of drug use, intoxication or other screenings required in order to operate motor vehicles.
- Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.