

Village of Orland Park
Drug Free Workplace Policy

The Village of Orland Park and its employees have a mutual obligation to ensure a safe and healthy environment, and a workplace that is free of employees whose job performance may be impaired by the use and/or abuse of drugs and/or alcohol. No employee shall be in the possession of, use, manufacture, buy, sell or distribute any alcohol, controlled substances (as defined in Illinois law) including cannabis, related paraphernalia or any prescription drugs without a doctor's prescription for use of such drugs while on duty for the Village, including during the employee's lunch period. No employee can be impaired by alcohol, cannabis, or any other substance while at work or while on call.

Employees may be required to submit to a test for the presence of drugs, narcotics or alcohol under the following circumstances:

- Where there is reasonable suspicion of the use of such substances.
- Where there is a serious on-duty injury to the employee or another person.
- Where there is damage to Village equipment or property.
- Where departmental policy requires such examination for promotion or special assignment

Effective January 1, 1996, any employee required to hold a commercial driver's license must submit to drug and alcohol testing in compliance with the provisions of the Omnibus Transportation Employee Testing Act and the rules adopted under such Act by the Federal Highway Administration.

Any violation of this policy is grounds for disciplinary action, including immediate termination.

The Village recognizes that drug and alcohol abuse is a treatable illness, and that the interests of the Village and the employee may best be served by the individual's participation in a professional treatment and rehabilitation program. Therefore, the Village may elect to defer disciplinary action when a substance abuser voluntarily submits to professional evaluation and treatment if all other circumstances indicate that such a deferral is in the Village's best interest. The Village maintains the right to discharge an employee who is in a rehabilitation program that performs his or her work poorly or fails to make progress in the program. (Employees covered by a Collective Bargaining Agreement should refer to their contract.)

All employees are required to abide by this policy and to notify Human Resources of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days after such conviction.

Full copies of the Village of Orland Park Drug and Alcohol Policy and Testing Program for Non-DOT Regulated Employees; for Safety Sensitive Employees Covered Under the Federal Motor Carrier Safety Administration; and for Safety Sensitive Employees Covered Under the Federal Transit Administration are available in the Human Resources Department.