



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 301	Approval Date: 11/15/11
Policy Title Alcohol and Drug Abuse Policy	Effective Date: 01/01/12
Owner: Human Resources Committee	Revision Date(s): 8/05/14; 6/19/18; 02/28/23; 03/28/23; 04/08/2025

I. PURPOSE

The purpose of this policy is to create and maintain a safe, drug-free work environment for Dodge County employees, safeguard the County's and employee property, and ensure County operations are conducted safely and efficiently.

II. POLICY

Employees are forbidden to use or possess alcohol or illegal drugs at any time during the work day or anywhere on Dodge County property. Employees are forbidden to engage in any sale or transaction involving illegal drugs on County property. Employees violating this policy will be subject to immediate discipline.

Any sale of illegal drugs during the workday or on County property will result in immediate discharge.

Employees under the influence of alcohol or drugs on the job will be subject to disciplinary action, up to and including termination.

Employees who must use a prescription drug that causes adverse side effects which effects their ability to perform assigned work should inform their supervisor that they are taking such medication, what the side effects are and if requested produce a copy of the original prescription. If the side effect of the prescription drug interferes with the employee's ability to perform assigned work, the employee may be required to use available paid time off.

III. STANDARDS

A. PRE-EMPLOYMENT TESTING

All candidates who have received a written offer of employment are required to pass a Pre-employment Drug Test. Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards in accordance with state law. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results. All records concerning test results will be kept in medical files that are maintained separately from Dodge County personnel files.

Candidates who refuse to submit to a drug test or who fail to show up for a drug test within 24 hours of a conditional offer of employment will no longer be considered for employment, and any offer of employment will be rescinded.

B. REASONABLE SUSPICION

Employees who appear to be in an impaired condition on the job may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. Any refusal to submit to a test will be treated as insubordination and will be subject to discipline.

C. OTHER

Based on an assessment by the department head or designee, a drug test may be required in the including but not limited to the following situations: moving violations resulting in citation, incident causing significant property damage, and incident involving a fatality.

Employees of the Highway Department are subject to drug testing in accordance to Department of Transportation (DOT) guidelines. The Sheriff's Office is subject to drug and alcohol testing according to Dodge County Sheriff's Office Policy #1005 – Drug-and Alcohol-Free Workplace.

IV. PROCEDURE

A. PRE-EMPLOYMENT TESTING

Upon receipt of a conditional offer of employment, candidates must complete required drug testing by reporting to Human Resources within 24 hours and then to the testing site within two (2) hours.

B. REASONABLE SUSPICION

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two (2) members of management before sending an employee for testing. Two (2) observers must independently use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

V. GUIDELINES

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