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# **Office of Court Administration**

## **Drug-Free Workplace Policy**

**Reviewed: November 7, 2008**

**Approved by:** \_\_\_\_\_  
**Carl Reynolds**

**Office of Court Administration  
Drug-free Workplace Policy**

**Policy** The unlawful manufacture, distribution, dispensing, selling, possession or use of alcohol or a controlled substance or drug paraphernalia, including inhalants, on Office of Court Administration premises or while conducting agency business off agency premises is absolutely prohibited. Prohibited drug or alcohol-related conduct includes attempting to engage in or assisting another employee or person to engage in this unlawful conduct.

Any employee who violates this prohibition is subject to disciplinary action up to and including dismissal.

**Purpose** The drug-free workplace policy is intended to protect the health and safety of the agency's employees and its clients.

**Authority** The laws that require a drug-free workplace are:

- Drug-Free Workplace Act of 1988
- Texas Labor Code, Title 5, Subtitle A, Chapter 411, Subchapter G, Section 411.093
- Texas Workers' Compensation Act and Rules, Chapter 169, Rule 169.1 and Rule 169.2

**Scope** The drug-free workplace policy applies to all employees and contract workers of the Office of Court Administration.

**Agency Procedure** ***Employee Notification.***

Each employee will be given a written copy of the drug-free workplace policy on or before the first day of employment. Current employees will receive a copy of the drug-free workplace policy upon publication.

***Employee Responsibilities.***

Employees will complete the drug-free workplace policy acknowledgment form upon receipt of the

published policy. Acknowledgment forms will be sent to the Human Resources office for recordkeeping.

**As a condition of employment, every employee is responsible for abiding by the drug-free workplace policy, and notifying the agency human resources officer of any criminal drug statute conviction no later than five calendar days after such conviction. Notification of conviction is a requirement mandated by the Drug-Free Workplace Act of 1988.**

**Consequences for Violation**

Violations of this policy may result in disciplinary action, including dismissal, and may have legal consequences.

Any illegal drug use or activities will be reported to the appropriate law enforcement agency. This policy does not alter the status of OCA as an employment at-will agency, which allows the Administrative Director or his/her designee to terminate employment for any reason that does not violate the law, including for the convenience of the agency.