

## **Municipality's Substance Abuse Policy**

According to the Municipality's Substance Abuse Policy (P&P #40-22), employees are required to notify their supervisors before beginning work, or during the work shift, when taking any medication or drugs, prescription or nonprescription, which may interfere with performance and/or cause a safety hazard in operating municipal vehicles and equipment. Supervisors must keep this information confidential.

Supervisors have a right to further investigate and take action if they "reasonably believe" employees to be under the influence based upon specific observations of employees' performance or behaviors.

If you have not read this policy recently, please read it now and discuss any questions with your supervisor.