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# TRANSBAY JOINT POWERS AUTHORITY

Board Policy No. 005

Category: Workplace Matters

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## **DRUG FREE WORKPLACE POLICY**

It is the Transbay Joint Powers Authority's (the "Authority") policy to maintain a drug free workplace. While the Authority has no intention of intruding into the private lives of its personnel, involvement with alcohol and drugs on and off the job can be very disruptive, adversely affect the quality of work and performance of personnel, pose serious health risks to users and others, and have a negative impact on productivity and morale. The Authority is concerned that personnel are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public, as well as themselves. The presence of alcohol and drugs on the job, and the influence of these substances on personnel during working hours are inconsistent with this objective and are prohibited. If a staff member has a drug or alcohol problem, the Authority shall refer the individual for treatment and maintain confidentiality. The Authority shall recognize and support that persons in treatment programs or recovered are protected under the Americans with Disabilities Act.

Personnel performing activities in their jobs that are funded by a federal grant must notify their department head of any convictions for drug law violations of that took place in the workplace within five days of any such conviction.

### Drug and Alcohol Testing:

Only personnel in positions designated "safety-sensitive" are required by law to undergo drug testing. The Authority has no staff positions so designated, nor will in the foreseeable future. Therefore, at such a time as such positions are created, it will be the responsibility of the Board of Directors to establish a separate drug and alcohol policy for safety sensitive personnel.