

---

## **PARDON AND PAROLE BOARD**

### **Policy 116 –Drug and Alcohol Free Workplace**

---

#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) to maintain a drug and alcohol free workplace. The unlawful manufacture, distribution, dispensation, possession, and/or use of any controlled substance or the possession and/or use of alcoholic beverages is prohibited in the workplace. Employees who are under the influence or possess alcohol or illegal drugs in the workplace or otherwise violate this policy may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment and will be subject to disciplinary action up to and including termination. Violation of the Drug and Alcohol Free Workplace policy may also result in criminal penalties.

The legal use of prescribed drugs is permitted on the job only if they do not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with drug or alcohol addiction that have not resulted in and are not the immediate subject of disciplinary action may request approval to take leave (paid or unpaid) to participate in a rehabilitation or treatment program. Employees with questions or concerns about substance and alcohol dependency or abuse are encouraged to use the resources of the Employee Assistance Program. Employees may also wish to discuss the matter with a supervisor to receive assistance or referrals to the appropriate resources.

An employee must notify the Executive Director, Deputy Director, or Attorney of any criminal conviction for any drug or alcohol related activity occurring during employment. The report must be made within five (5) days of the conviction.

References: 41 U.S.C. § 8101 et seq., 40 O.S. § 551 et seq. and Merit Rules

Established: June 13, 2016  
Revised: January 7, 2019