



# City of Waukesha HR Policy G7 Drug and Alcohol-Free Workplace

## WAUKESHA PUBLIC LIBRARY HUMAN RESOURCES POLICY PROCEDURE

SUBJECT:  DRUG-FREE WORKPLACE ACT	<i>Issued: 7/9/26</i>	<i>No: G-7</i>
	<i>Supersedes: 2/000</i>	<i>Page: 1 of 13</i>

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### I. Purpose

The City of Waukesha receives capital and operating grants from various Federal agencies and must comply with the Drug-Free Workplace Act of 1988. Therefore, it is expected that all employees will assist in maintaining a work environment free from the effects of drugs, alcohol, or other intoxicating substances.

### II. Summary

Compliance with this policy is a condition of receiving and maintaining Federal grants. As such, the [City Library](#) will notify all employees upon hire and will periodically remind employees that they must abide by the terms of the Act as a condition of employment. Further, employees must notify the Human Resources Director or their designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. A conviction includes any finding of guilt, a plea of "no contest," imposition of a fine, jail sentence or other penalty.

### III. Responsibilities and Reporting

- A. Departments shall provide a copy of this policy to each employee who will be engaged in the performance of any Federal award. Employees will be reminded that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is strictly prohibited and will result in strong disciplinary action up to and including termination.
- B. The [City Library](#) will notify the appropriate Federal awarding agency within ten days of receiving notice that an employee engaged in the performance of work on a Federal award project has been convicted of a drug statute violation occurring in the workplace. The notice must be in writing and shall include:
  - 1. The employee's position title;
  - 2. The Federal award identification number(s) involved; and
  - 3. Notification to each Federal agency on whose award the employee was working, unless otherwise directed by the agency.



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- C. Within thirty (30) calendar days of learning of an employee’s workplace drug conviction, the [City Library](#) will take appropriate personnel action against such employee, up to and including termination; or by requiring such employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

#### IV. Resources and Outcomes

- A. Drug use can seriously jeopardize the health and safety of employees and the public. As part of the [City’s Library’s](#) drug-free awareness program, employees who desire more information about the dangers of drug use, or who need counseling regarding potential drug use problems, are encouraged to contact the Addiction Resource Council at 262-524-7921. For information outside of regular business hours, they should call IMPACT 2-1-1 by dialing: 211 or toll free 1-866-211-3380. Employees can also search [Community Resources — ARC, Inc.](#) for community resources. Alternatively, employees may contact our confidential [employee assistance program \(EAP\) provider](#).
- B. Alcoholics Anonymous and Narcotics Anonymous also have many meeting places within and around the [City of Waukesha Library](#).
- C. Reporting for work under the influence of illegal drugs, controlled substances or alcohol is prohibited. Employees who violate the [City’s Library’s](#) policy of maintaining a drug and alcohol-free workplace will subject themselves to strong disciplinary action up to and including termination in accordance with:
  1. Applicable state and federal law;
  2. City personnel policies;
  3. Civil service rules; or
  4. Any applicable collective bargaining agreements
- D. Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee’s own time.

#### V. Additional Information



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- A. The City Library is required by the Act to make a good-faith effort to maintain a drug-free workplace by:
1. Publishing and enforcing this policy;
  2. Establishing and maintaining a drug-free awareness program; and
  3. Taking required actions with respect to employees convicted of violating drug statues in the workplace

~~Passed by the council this 2<sup>nd</sup> day of June 2026.~~