



Santa Barbara Countywide Policy Manual

Subject/Title: Drug-Free Workplace Policy	Number: 2.1.7
Responsible Department: Human Resources	Dept. Reference: NA
Approved by: Board of Supervisors	
Original Policy: Revisions: 11/17/98, 01/09, 04/19, 1/25/22	
Meet and Confer Obligations: The 1/25/22 revision was circulated to all recognized employee organizations on 12/9/21	
Scope of Application: This policy applies to all County departments, employees, contractors on payroll and volunteers.	

I. Policy

All County employees are hereby notified that the County of Santa Barbara shall abide by the Federal Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103 and California Drug-Free Workplace Act of 1990 (Govt Code § 8350-8357).

All employees are hereby notified that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in a County workplace or worksite, or while working remotely.

If any employee is found to have manufactured, distributed, dispensed, possessed or used a controlled substance at work they may be subject to disciplinary action up to and including termination.

Employees shall notify their employers within five (5) days of any conviction for a violation of a criminal drug statute occurring in the workplace. Employees shall be subject to disciplinary action should they fail to report any conviction within the required time period.

II. Drug Free Awareness Program

The County shall conduct a Drug-Free Awareness Program as required by Government Code § 8355(b), to inform employees about all of the following:

- a) The dangers of drug abuse in the workplace;
- b) The County's policy of maintaining a drug free workplace;
- c) Counseling, rehabilitation and employee assistance programs available to the employees;
and
- d) Penalties that may be imposed upon employees for violation of the policy.

III. Employee Assistance

Employees are encouraged to seek information and assistance for any drug related problems from the [employee assistance program](#). Employees should contact their supervisors or the Employee Benefits Division of the Human Resources Department for additional information. Any requests for information or treatment are entirely confidential. No employee shall be retaliated against for accessing the employee assistance program.

IV. Acknowledgement

The following statement shall be distributed to each individual upon hire. New employees shall sign the document and it shall be placed in their personnel file.

I, _____, have read the County Drug-Free Workplace Policy. I fully understand that drugs are a danger in the workplace and that I may be subject to termination if I violate the requirements of this Policy.

Dated: _____

Signed: _____