



City of Annapolis
Office of Human Resources
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2535

HumanRes@annapolis.gov • 410-263-7998 • Fax 410-295-7999 • TDD use MD Relay or 711 • www.annapolis.gov

Substance Abuse Policy

NOTICE

Although the City of Annapolis maintains a strict policy with regard to substance abuse and has stressed, since 1985, its intention to maintain a drug-free workplace, the City of Annapolis, as a recipient of federal grants, is required to abide by requirements of the Drug Free Workplace Act of 1988. This NOTICE, issued to all employees, will serve to re-emphasize the City's policies regarding substance abuse. Further, a copy of this notice will be given to all new employees during orientation.

1. As a condition of employment, unlawful manufacture, distribution, dispensation, possession, or use of any controlled dangerous substance, as defined in Article 27 of the Annotated Code of Maryland, in the workplace is prohibited and violators are subject to dismissal charges and procedures. Further, it shall be the duty of the employee to report to the City any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. All persons hired for positions with the City of Annapolis are required to undergo a Drug Screening Test as part of pre-employment/employment processing. Initial positive results trigger a comprehensive confirmatory test upon which final employment decision are based.
3. Substance abuse also includes alcohol and employees are prohibited from consuming alcoholic beverages during work hours which shall include, but not be limited to, an employee's lunch period, or shall they have in their possession any open alcoholic beverage in or on City property. Employees shall not be allowed to report to work if the odor of an alcoholic beverage can be detected.
4. During the course of employment, should reasonable suspicion exist to indicate possible abuse and/or impairment from proper and safe performance of duties, employees may be subject to testing for substance abuse.
5. Employees subject to reasonable suspicion, who are confirmed through authorized testing (including confirmatory tests) to be users of controlled dangerous substances, will be referred to counselors at external agencies for evaluation and, if necessary, referred to appropriate outpatient or inpatient treatment facilities. It shall remain the policy of the City of Annapolis to encourage rehabilitation and return to the workforce.
6. Counseling, referral and treatment programs are available to all City of Annapolis employees and are covered by the City's health plan through specific riders covering alcohol, drug, and psychological counseling and treatment. These riders are maintained by the City for the exclusive use of its employees.
7. Employees who have successfully completed rehabilitation and treatment and been returned to full duties in the workplace, are expected to remain free of substance abuse. Employees who fail to maintain a drug-free status and again become subject to positive testing during the term of their employment, will be subject to dismissal charges and procedures.