



508-278-8600

OFFICE OF
THE BOARD OF SELECTMEN

TOWN HALL
21 SOUTH MAIN STREET
UXBRIDGE, MASSACHUSETTS 01569

FINAL
11/09/92

**TOWN EMPLOYEES
CHEMICAL HEALTH POLICY
DRUG FREE WORKPLACE ACT**

In accordance with the mandates of the Federal Drug-Free Workplace Acts of 1988 and this policy, all employees are to be aware of the following conditions of employment.

The Town is committed to maintaining a drug and alcohol free workplace. Drug and alcohol use, in the workplace, has a tremendous cost in terms of lost time from work, apathy, inferior performance and danger to health, safety and well-being of the employee and his or her co-workers.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol on any Town property is prohibited.

Employees may not be under the influence of alcohol or any illegal drug at any time while working. Illicit drugs are defined as controlled substances under MGL C94C and include narcotics, cannabis, stimulants, depressants, and hallucinogens. Alcohol is defined as alcoholic beverages containing beer, wine, or distilled spirits.)

Any employee who is convicted of any drug violation occurring in the workplace must notify the Department Head in writing within five days of the conviction. Administrators of grants to which the Drug Free Workplace Act applies shall follow appropriate notification procedures to advise the appropriate federal agency.

Compliance with these requirements and prohibitions are a condition of each employee's continued employment, and failure to comply will subject and employee to discharge.

The Department Head can be contacted by any employee wishing information regarding: area drug/alcohol treatment programs or the Town's drug/alcohol workplace program. Some available resources include:

- (1) Alcohol and drug treatment programs are offered through the Town's health insurance programs, employees are encouraged to contact their group health insurance company regarding these programs. The phone numbers for the Town's health insurance programs are as follows:

Fallon Plan -- Call Primary Physician or 1-800-AT FALLON

Central MA --- 1-800-248-9908 or 508-757-2290

HMO Blue ----- Call Primary Physician or 1-800-262-BLUE

Pilgram ----- Call Primary Care Physician or
1-800-PHC-TEAM

(2) For employees that are not covered by the Town's health insurance program, assistance may be sought through a spouse's or significant other's health insurance program, if you are a participant in their plan;

(3) Those employee's that do not have access to health insurance are advised to discuss the issue with their Department Head. Each Department Head will be provided with a list of available area drug and alcohol treatment programs for referral. The Town shall not be liable for any costs associated with the use of these services by an employee. This list shall be updated periodically. For informational purposes, three of these services are listed below:

Drug Abuse 24 hour Hotline -- 1-800-333-1119

Alcoholics Anonymous -- 617-426-9444

Community Counseling Center -- 473-6773

In all cases, all inquiries shall remain CONFIDENTIAL.

Adopted: April 22, 1991

Revised: February 10, 1992

Revised: November 9, 1992

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