



Policy Title: DRUG AND ALCOHOL PROHIBITIONS	Effective Date	1-1-14
	Revision Date	
	Page No.	Page 1 of 2
	Approval	TH
	File	Policies

I. Purpose

PAI supports a workplace free from the effects of drugs, alcohol, chemicals, and abuse of prescription medications.

II. Revision History

Date	Rev. No.	Change	Reference Section(s)

III. Persons Affected

All PAI employees, subcontractors, and volunteers.

IV. Persons Responsible

All PAI employees, subcontractors, and volunteers.

V. Definitions

Impaired - Functioning poorly, unsafely or incompetently, inability to provide care, or a decrease in alertness or coordination, or results in an observable condition unsatisfactory for work

Under the Influence – Intoxicated, with alcohol or a controlled substance or any chemical causing impairment

Prescription Medications - a drug that is available only with written instructions from a doctor or dentist to a pharmacist

Drug Abuse - excessive use of drugs prescribe or illegal

VI. Policy

- A. All employees must be free from the abuse of prescription medications or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
- B. The consumption of alcohol is prohibited while directly responsible for persons receiving services, or on PAI property (owned or leased), or in PAI vehicles, machinery, or equipment (owned or leased), and will result in corrective action up to and including termination.
- C. Being under the influence of a controlled substance identified under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair an employee’s ability to provide care or services to persons receiving services is prohibited and will result in corrective action up to and including termination.
- D. The use, sale, manufacture, distribution, or possession of illegal drugs while providing care to persons receiving services, or on PAI property (owned or leased), or in our vehicles, machinery, or equipment (owned or leased), will result in corrective action up to and including termination.

- E. Any employee convicted of criminal drug use or activity must notify the HR Director or President no later than five (5) days after the conviction.
- F. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in corrective action up to and including termination.
- G. The HR Director or President will notify the appropriate law enforcement agency when PAI has reasonable suspicion to believe that an employee may have illegal drugs in his/her possession. Where applicable, PAI will also notify licensing boards.
- H. The program's designated staff person will notify the appropriate law enforcement agency when we have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession and notify licensing boards as applicable.

VII. Forms