

## **PROCEDURE 407-3 - USE OF LEGAL SUBSTANCES**

### **All Employees**

All employees have a duty to know whether any authorized controlled substance or other medication, whether prescribed or over the counter, dietary supplement, or homeopathic remedy they are taking will impair their ability to safely perform their job duties. Prior to the beginning of a work shift, employees must notify their supervisor if they will be unable to safely perform their job duties due to the use of medication or another legal substance. The supervisor must not ask the employee to identify the medication or substance used or the condition being treated and should contact the Department of Human Resources for guidance. The employee will not be permitted to work until the Department of Human Resources has been consulted.

### **Additional Requirements for Employees Subject to Department of Transportation Regulations**

Prior to performing any safety-sensitive duties, an employee subject to Department of Transportation regulations who is using any controlled substance must get assurance from a health care provider familiar with the employee's medical history, including other medications the employee is taking, and who has knowledge of the employee's job duties, that use of the controlled substance will not impair the employee's ability to perform the safety-sensitive job duties.

### **Confidentiality**

Any information provided by an employee under this procedure will be treated as confidential medical information and will be maintained separate from the personnel file. Access to this information is limited to those who have a legitimate right or need to know in compliance with relevant laws and County policies.

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