



Drug – Free Workplace

It is a goal of the City of Hannibal to maintain a drug-free workplace. The City of Hannibal prohibits the use, possession, or distribution of illicit drugs and alcohol by employees during work hours.

The City of Hannibal provides information about drug counseling and treatment, Employees are encouraged to voluntarily use the Employee Assistance Program for treatment of possible illegal drug or alcohol problems. Employees who voluntarily request drug or alcohol rehabilitation for the first time during their employment will be accommodated as a medical leave request, if their request occurs before any violation of policy has occurred. Successful completion and compliance with the drug or alcohol rehabilitation program will be required within six months after the medical leave request. If this does not occur, the employee will not be reinstated (in their former job or another city position) and the employee will be presumed to have quit without proper notice.

To maintain a drug-free workplace and in consideration of the Drug-Free Workplace Act of 1988, the City of Hannibal policy prohibits the following:

1. Reporting to work, returning from a break, or working with any blood alcohol content
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition
3. Presence of illegal drugs in the body as verified by testing during work hours
4. Presence of prescription medication in the body if not prescribed for the employee or not taken

5. in-accordance with physician's instructions
6. Refusal to participate in drug or alcohol testing when required by a supervisor
7. Tampering with or attempting to falsify drug or alcohol testing

Employees are required to notify their supervisor in writing within five calendar days of any criminal drug conviction they receive. If an employee receives a criminal drug conviction, the City of Hannibal shall take appropriate disciplinary action, up to and including termination.

Employees in the Police Department are required to notify a supervisor in charge of the Police Department within 24 hours if they are arrested on drug related charges.

For many jobs in the City of Hannibal, employees will participate in random drug testing on an ongoing basis. The City of Hannibal will use drug or alcohol testing for pre-employment screening of applicants and random testing, post-accident testing, or reasonable suspicion testing of current employees.

If an employee violates this policy, the City of Hannibal will impose disciplinary actions ranging from mandatory rehabilitation efforts to and including termination of employment and referral for legal prosecution. As a condition of employment, the employee will abide by the terms of the statement.