

## Alcohol-Free Workplace

<b>Objective:</b>	To establish a County policy regarding an alcohol-free workplace.	<b>Policy/Procedure Number:</b>	01-51
<b>Reference:</b> (All applicable federal, state, and local laws)	New York State Civil Service Law, Section 72 and 75; New York Labor Law, 201-d; New York State Public Employee Safety and Health Act of 1980	<b>Effective Date:</b>	February 18, 2020
<b>Legislative Policy Statement:</b>	Tompkins County is committed to protecting the health, safety, and welfare of its employees and the public that it serves. Alcohol abuse or use in the workplace may pose a significant threat to these goals. Each County employee, intern, volunteer, vendor, and/or contractor is required to abide by the conditions contained in this policy.	<b>Responsible Department:</b>	County Administration
		<b>Modified Date (s):</b>	
		<b>Resolution No.:</b>	2020-35
		<b>Next Scheduled Review:</b>	February 2025
<b>General Information:</b>	Policy violations may result in disciplinary action but will also be considered an opportunity for the County to help employees find appropriate services and treatment for alcohol abuse. All employees have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs.		
<b>I. Definitions:</b>	<b>Alcohol</b> - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.  <b>County Property</b> - Refers to, but is not limited to all buildings, rooms, land, parking lots, vehicles, and other facilities leased, owned, or maintained by Tompkins County.  <b>Employee</b> - All persons filling positions of any rank within County government, including elected or appointed officials, paid staff, and members of any administrative board, commission, or agency of that government, interns, whether paid or unpaid, and volunteers.  <b>Work Hours</b> - All time that an employee is being paid and is suffered, permitted or expected to be engaged in work, and all paid time the employee is actually engaged in work.  <b>Workplace</b> - Any office or property owned, leased, or operated by the County or any other worksite off County property where employees are representing the County in an official capacity.		
<b>II. Policy:</b>	<b>A.</b> Employees may not consume alcohol while on County property.  <b>Note:</b> This restriction to the consumption of alcohol on County property does not apply to use while an employee is off duty at the Ithaca Tompkins International Airport or at a function held at the Center for History & Culture.  <b>B.</b> Employees may not be impaired by the use of alcohol during work hours.  <b>C.</b> Employees who choose to engage in the consumption of alcoholic beverages as part of an after hours work-related social function shall do so in a responsible manner, always maintaining conduct that would not reflect		

adversely upon the County. Any unbecoming conduct by an employee who has chosen to consume alcohol at such functions that has an adverse effect upon the County will be subject to disciplinary action up to and including termination of employment.

- D. Tompkins County will promptly deal with any violations of this policy in accordance with legal and administrative disciplinary procedures.
- E. Employees who violate this policy shall be subject to disciplinary actions up to and including termination, in accordance with relevant provisions of the NYS Civil Service Law and applicable Collective Bargaining Agreements. Such behavior is a threat to the safety and health of the workplace. The harshness of the discipline will depend on the facts of each case.
- F. The County shall provide a copy of the Alcohol-Free Workplace policy to each employee upon hire and make this policy easily accessible to all employees of the County.
- G. Tompkins County recognizes that situations may arise which are not specifically covered by these guidelines. They will be dealt with on a "case by case" basis taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on safety, production and customer/client service, etc.
- H. Persons other than employees (i.e. visitors, clients, etc.) may not consume or sell alcohol on County property. In the event a County employee witnesses such behavior, the employee and/or Supervisor shall inform the individual that alcohol consumption on County property is not permitted.

**Note:** This restriction to the consumption of alcohol by persons other than employees on County property does not apply to use at the Ithaca Tompkins International Airport or at a function held at the Center for History & Culture.

### III. Procedure:

#### A. Responsibilities

##### *Department Heads and/or Supervisors*

1. Adhere to the Alcohol-Free Workplace policy;
2. Promote and inform employees of the Alcohol-Free Workplace policy;
3. Address and/or report issues as they arise to protect the safety, health and well-being of all employees and individuals in the workplace;
4. Refer or encourage employees impacted by alcohol to utilize the services offered by the Employee Assistance Program (EAP);
5. Clearly state consequences of policy violations to employees.

##### *Employees*

1. Adhere to the provisions of the Alcohol-Free Workplace policy;
2. Report to their workplace prepared to perform their required duties without being under the influence of alcohol;
3. Report any suspected or witnessed violations of this policy to their Department Head and/or Supervisor;
4. Cooperate with the County in the enforcement of this policy;

5. Seek help with alcohol problems as necessary.

## **B. Employee Assistance**

The Alcohol-Free Workplace policy encourages employees to voluntarily and confidentially seek help with alcohol problems. Tompkins County recognizes that issues with alcohol and addiction are treatable. The County also recognizes that early intervention and support improves the success of rehabilitation. This policy:

- Encourages employees to seek help if they are concerned that they may have an alcohol problem;
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected alcohol problems and identify appropriate sources of help; and
- Offers all employees assistance with alcohol problems through the Employee Assistance Program (EAP). The Employee Assistance Program is a referral service and should the employee have an alcohol-related problem, EAP would provide the employee with a list of places which treat such conditions.

**Note:** For more information on EAP, contact the Department of Human Resources. No discipline or discrimination will result from an employee asking for such assistance. In recognition of the personal nature of EAP, employee information and requests for EAP information will remain confidential.