Policy No.: 3 (Version 1)	**Policy Title**: Drug-Free Workplace Policy
Adopted Date: 5/17/2018	**Approval Resolution No**.: None
Policy Description: Compliance with the California Drug-Free Workplace Act	

PURPOSE AND APPLICABILITY

Santa Cruz Mid-County Groundwater Agency (MGA) establishes the Drug-Free Workplace Policy. This policy is established to comply with the State of California's Drug-Free Workplace Act (Gov. Code § 8350 et seq.). The Act requires persons or organizations awarded a contract or a grant from any state agency to certify that it will provide a Drug-Free Workplace.

The MGA formed in 2016 as a Joint Exercise of Powers Agreement (JPA) among the Central Water District, the City of Santa Cruz, the County of Santa Cruz, and the Soquel Creek Water District, referred to as "member agencies." The JPA and the bylaws established the governance terms by which the MGA operates. Article 6 of the bylaws established a collaborative staffing approach which relies upon employees of member agencies to perform the duties of the MGA. There are no employees of the MGA. The collaborative staffing approach is subject to change upon future assessment of the JPA and bylaws. The policy pertains to any future employees of the MGA.

It is the responsibility of the MGA to distribute this policy to employees, contractors, and subcontractors receiving funding from an applicable state-funded contract or a grant.

POLICY

The MGA Board of Directors recognizes the use of drugs and other controlled substances in the workplace can create health and safety problems and could impair the ability to safely and effectively perform the functions of his/her job. The use of such controlled substances also threatens the safety of co-workers and the public they serve.

Therefore, it is the policy of the MGA that:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.

2. Each MGA employee, and when applicable contractors and subcontractors, will receive a copy of this policy.

3. Each MGA employee, and when applicable contractors and subcontractors, will be notified that as a condition of employment the employee is required to:

(a) Abide by the MGA's Drug-free Workplace policy; and

(b) Notify the MGA in writing of any criminal drug statute conviction for a violation that occurred in the workplace, no later than 5 calendar days after such conviction.

4. The MGA will take one of the following actions within 90 calendar days of receiving notice of the conviction:

(a) Take appropriate disciplinary action; and/or

(b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health or law enforcement agency. Upon successful completion of this program, the employee may be entitled to return to employment.

5. The MGA will inform the employee of available drug abuse awareness programs that inform about the dangers of drug abuse in the workplace, the availability of drug abuse counseling and rehabilitation programs, any employee assistance program, and the disciplinary actions that may be taken for violations.

6. The violation by an employee, contractor or subcontractor of any portion of this policy will result in the MGA taking appropriate action up to and including termination of employment and/or contracts.