

**RESOLUTION 2013/2014-007**  
**DRUG-FREE WORKPLACE POLICY**

WHEREAS, The Board of Director of the Timberon Water and Sanitation District met in a regular session on December 21, 2013, at the community center in Timberon, New Mexico, in compliance with the New Mexico Open Meetings Act, and

WHEREAS, as a stipulation of various grants, Timberon Water and Sanitation District is required, by resolution, to have a drug-free workplace policy;

The Timberon Water and Sanitation District certifies that it will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The District's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs, and
  - (4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.
- d. Notifying the employees in the statement required by paragraph a that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement;
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- e. Notifying the agency within ten days after receiving notice under subparagraph d(2) from an employee or otherwise receiving actual notice of such conviction;
- f. Taking one of the following actions, within 30 days of receiving notice under subparagraph d(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f.

APPROVED AND ADOPTED THIS 28<sup>ST</sup> DAY OF DECEMBER 2013.

Chairman_____	Vice-Chairman_____
Joseph Mainello	Sally Watkins
Treasurer_____	Director_____
Arden Schug	Edward Bovey
Director_____	Attest:_____
Richard Dysart	Linda Martin, Secretary