



## Drug Free Workplace

The City of Springfield is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any City employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs in the workplace. Therefore, the City of Springfield has established the following policy that applies to all employees:

It is the policy of the City to maintain a drug-free workplace, pursuant to the Drug Free Workplace Act of 1988, P.L. 100-690 §5151 et. seq. Any employee who unlawfully manufactures, distributes, possesses or uses a controlled substance in the workplace shall be subject to disciplinary action, up to, and including discharge, consistent with the provisions of Chapter 36 of the City Code. (Ch. 36.13)

The Rules of the Springfield Civil Service Commission also prohibit "The use of alcoholic beverages or other intoxicating or controlled substances on the job, or reporting to work under the influence of such substances."

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There are many dangers of drugs in the workplace. Anything that alters mental processes can cause harm. Drugs can:

- Make you feel able to handle tasks that are too much for you. Or make you feel careless and likely to forget some important safety steps you need to take.
- Throw off your sense of time, space and distance. This is especially dangerous when operating machinery or driving.
- Cause tardiness and absenteeism, which increases the workload of others.
- Cause crime on the job, including theft of your personal belongings to finance someone else's drug habit.
- Cause major errors in our work, risking harm to our co-workers, the public and ourselves.
- Cause damage, sometimes irreparable, to your body. This can include damage to your lungs, reproductive and brain functions, and immune systems, as well as malnutrition, seizures, coma and even death. Many drugs are addictive, making the effects worse.

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**If you should be convicted of a drug violation, you must tell your supervisor within five days after the conviction. (A conviction includes a finding of guilt and/or the imposition of a sentence by any judicial body responsible for determining violations of federal or state criminal drug statutes.) Failure to inform your supervisor of the conviction and/or the conviction itself will result in disciplinary action up to and including discharge.**

In addition to taking disciplinary measures, the City may offer a rehabilitation program to help you. If you agree to accept the help, you must satisfactorily complete the steps agreed upon or risk losing your job. The Employee Assistance program can provide confidential assistance. The list below shows treatment facilities available in this area. For additional facilities, contact LifeServices EAP 1-800-822-4847 or visit [www.lifeserviceseap.com/employees-family/](http://www.lifeserviceseap.com/employees-family/).

PERSONAL COUNSELING SERVICES  
2659 Farragut Drive, Suite B  
Springfield, IL 62704  
(217) 726-7273

GATEWAY FOUNDATION  
2200 Lake Victoria  
Springfield, IL 62703  
(217) 529-9266

ILLINOIS INSTITUTE FOR ADDICTION RECOVERY  
2050 West Iles, Suite G  
Springfield, IL 62704  
(800) 522-3784

WELLS CENTER  
1300 Lincoln Avenue  
Jacksonville, IL 62650  
(217) 243-1871

ST. MARY'S TREATMENT CENTER  
1800 East Lake Shore Drive  
Decatur, IL 62521  
(217) 464-2500

FAMILY GUIDANCE CENTER  
120 North 11th Street  
Springfield, IL 62703  
(217) 544-9858