



**PINAL COUNTY STATEMENT  
DRUG FREE WORKPLACE  
(Policy 6.10)**

Pursuant to the Federal Drug-Free Workplace Act, Pinal County prohibits the unlawful manufacture, use, possession or distribution of controlled substance by its employees in the workplace. An employee is “in the workplace” when he/she is on County property, at the usual work location or on County business.

A. Evidence of being under the influence of controlled substances or on-duty, unlawful manufacture, use, possession or distribution of controlled substances by employees will result in disciplinary action up to and including discharge.

B. Any employee convicted of a violation of a criminal drug statute, where that violation occurs in the workplace, must notify the County Human Resources Department in writing within five (5) days of such conviction. If the employee is employed on a federal contract or grant, the County will notify appropriate federal agencies of the conviction.

C. Employees found to be manufacturing, in possession of, using, under the influence of, or distributing controlled substances in the workplace may, at the county’s option, be required to participate in a drug abuse assistance or rehabilitation program through referral to the employee Assistance Program (EAP).

D. All employees will certify that they have received a copy of this Drug-Free Workplace Policy and copies of this certification will be placed in the individual personnel files.

Employee Name (PRINT): \_\_\_\_\_ I certify that I have received copies of the Pinal County Drug Workplace Policy statement and the Drug and Alcohol Policy. I understand that I must notify the County within five (5) days of any conviction for violation of a criminal drug statute where that violation takes place in the workplace.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Witnessed By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)