

ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.06	
	DATE 04DEC15	OPR DEMA-TAG
SUBJECT: Drug-Free Workplace Policy Pg. 1 of 2	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. It is the policy of the State of Arizona and the Department of Emergency and Military Affairs to maintain a safe, healthy, and productive work environment for all employees. Using or possessing alcohol or drugs in the workplace presents a danger to everyone. For these reasons, The Adjutant General has established, as a condition of employment and continued employment with DEMA, the following workplace policy. This policy is consistent with the Drug-Free Workplace Act of 1988.

2. Consumption of drugs, alcohol or any controlled substance, is prohibited during working hours (including lunch hour or breaks) or anytime on State property. This includes manufacturing, distribution, dispensing or possession of such substances during working hours, while on work assignments, or anytime on DEMA premises.

3. Employees are prohibited from possession of drugs or alcohol while on duty or "on-call", or selling or providing drugs or alcohol to any other employee or to any person while such employee is on duty, compromising another employee's ability to work as a result of the use of alcohol, drugs or other substance that could impair the employee's ability to safely perform their job duties.

4. This policy also applies to employees with medical marijuana registry identification cards, and expressly prohibits such employees from the use, possession or being impaired by marijuana during working hours, while on work assignments, or anytime on DEMA premises. Military members and dual-status technicians are not authorized to use medical marijuana.

5. Violations of this policy shall be grounds for disciplinary action, up to and including termination.

6. This policy does not prohibit the use of prescription drugs lawfully prescribed by an employee's physician or the use of over-the-counter medications; however, employees taking prescription drugs or over-the-counter medications which could affect their ability to efficiently and safely perform their duties, must notify their supervisor prior to reporting for duty to confirm fitness.

7. The State of Arizona provides programs to inform employees of the dangers of drug abuse in the workplace and referral services for the purposes of drug counseling, rehabilitation, and employee assistance. Information regarding employee assistance for substance abuse problems may be obtained from the Human Resources Office (HRO). Substance abuse treatment programs may be required as part of a disciplinary process or as a condition of continued employment if an employee is convicted of a substance abuse violation in the workplace.

8. DEMA reserves the right to search or inspect all areas of the workplace, including employee's work stations or any DEMA premises, in order to maintain a safe and healthy workplace.

ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.06	
	DATE 04DEC15	OPR DEMA-TAG

SUBJECT: Drug-Free Workplace Policy Pg. 2 of 2	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)
--	---

9. Employees taking prescribed medication whose job responsibilities include driving DEMA vehicles or operating DEMA equipment must adhere to DEMA's Driving Policies and SOPs. Employees must be able to perform essential functions of the job safely and effectively, without impairment and in a manner that does not endanger them or other individuals such as co-workers or the public.

10. Each employee of the Department of Emergency & Military Affairs shall receive a copy of this policy, and abide by its terms.



MICHAEL T. MCGUIRE
 Major General, AZNG
 The Adjutant General

X _____
 I have read, understood and received a copy of this policy letter.

 Employee Initials

 Date