

VILLAGE OF WARRENSBURG, ILLINOIS

ORDINANCE NO. 741

**AN ORDINANCE AUTHORIZING AND APPROVING A DRUG,
CANNABIS, AND ALCOHOL FREE WORKPLACE POLICY
FOR THE VILLAGE OF WARRENSBURG, ILLINOIS.**

**ADOPTED BY THE
BOARD OF TRUSTEES
OF THE VILLAGE OF WARRENSBURG**

THIS 2nd DAY OF DECEMBER, 2019

Published in pamphlet form by authority of
the Board of Trustees of
the Village of Warrensburg, Macon County, Illinois,
this 2nd day of December, 2019

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CANNABIS, AND ALCOHOL FREE WORKPLACE POLICY
FOR THE VILLAGE OF WARRENSBURG, ILLINOIS**

WHEREAS, the Village is committed to maintaining a drug, cannabis, and alcohol free workplace in compliance with applicable laws; and

WHEREAS, the Village desires to protect the public and to ensure a safe, healthful and drug, cannabis, and alcohol free workplace; and

WHEREAS, the Village desires to implement and establish a personnel policy regarding these matters.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the President and the Trustees of the Village of Warrensburg, Macon County, Illinois:

Section 1. Adoption of Policy. The attached Drug, Cannabis, and Alcohol Free Workplace Policy, be and the same is, hereby adopted as a part of the personnel policy of the Village of Warrensburg, Macon County, Illinois.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance or Policy shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance or Policy. All existing Ordinances of the Village of Warrensburg are hereby repealed insofar as they may be inconsistent with the provisions of this Ordinance and Policy.

Section 3. Effective Date. The Village Administrative Clerk of the Village of Warrensburg shall certify to the adoption of this Ordinance and shall cause it to be published in pamphlet form and this Ordinance shall take effect upon its approval and publication in pamphlet form as so certified.

DRUG, CANNABIS AND ALCOHOL FREE
WORKPLACE POLICY

The Village is committed to maintaining a drug, cannabis and alcohol free workplace in compliance with applicable laws. In order to protect the public and to ensure a safe, healthful and drug, cannabis and alcohol free workplace, the Village requires compliance with the following procedures and guidelines:

- a. The Village prohibits the unlawful use, consumption, manufacturing, dispensing, distribution, or possession of a controlled substance, cannabis or alcohol while on Village premises, in Village vehicles or while performing work for the Village.
- b. For purposes of this policy, a controlled substance is defined as:
 1. A substance that is not legally obtainable;
 2. A substance that is being used in a manner different than prescribed;
 3. A substance that is legally obtainable, but has not been legally obtained, or
 4. A substance that is defined as such by federal or State law.
- c. For purposes of this policy, cannabis is defined as:
 1. Raw cannabis;
 2. Cannabis-infused product or products; or
 3. Cannabis product in concentrated form.
- d. Any employee found using, consuming, possessing, manufacturing, dispensing or distributing a controlled substance, cannabis or alcoholic beverage on Village premises, Village vehicles or while performing work for the Village shall be subject to disciplinary action, up to and including, discharge. Any disciplinary action imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment. Notwithstanding anything to the contrary, it shall not be a violation of this workplace policy for any police officer to be in possession of a controlled substance, cannabis, or alcoholic beverage on Village premises, Village vehicles, or while performing work for the Village, provided said police officer is undertaking his or her official duties as a police officer of the Village.
- e. Any member of the Police Department, including the Police Chief, found using, consuming, manufacturing, dispensing or distributing a controlled substance or cannabis shall be subject to disciplinary action, up to and including discharge. The presence of any amount of any controlled substance or cannabis that results in a positive test is prohibited. Any disciplinary action imposed may also include the completion of an appropriate

rehabilitation program as a condition of reinstatement or continued employment.

- f. The Village may require employees to submit to a urinalysis and/or other appropriate drug, cannabis and alcohol testing prior to hiring or promotion or subsequent to any on-the-job injury or accident.
- g. Employees will not be permitted to work while under the influence of drugs, cannabis or alcohol. Employees who appear to be unfit for duty will be relieved from duty and may be required to submit to a urinalysis and/or other appropriate drug, cannabis and alcohol testing. The Village may also test an employee whenever there is a reasonable suspicion of drug, cannabis or alcohol use. Refusal to submit to such testing or the failure to pass the test shall be cause for discipline, up to and including discharge.
- h. The results of any drug, cannabis or alcohol testing shall be sent to the Village Board President but shall remain confidential to the extent possible under applicable law. If the results of the test are positive, the employee may be advised confidentially to seek the assistance of drug counseling or an employee assistance program, and may be provided a reasonable period of time for rehabilitation. Provided, nothing herein shall be interpreted to prohibit the imposition of discipline up to and including discharge. In addition to any discipline which may be imposed, if an employee tests positive, the employee shall be subject to random testing. If an employee subject to such random test again tests positive, the employee shall be subject to further disciplinary action, up to and including discharge.
- i. As a condition of employment, each employee will notify his or her supervisor if he or she is convicted of a criminal drug or cannabis offense involving the workplace within five (5) calendar days of the conviction. In the event any such conviction involves an employee working on a federal or State contract or federal or State grant, the Village will notify the granting or contracting agency within ten (10) days of receiving notice of a conviction.
- k. Employees are encouraged to request assistance through reputable sources in the community in dealing with a personal alcohol, cannabis or drug-related problem.
- l. Employees who wish to report drug, cannabis or alcohol use in violation of this policy should contact the Village Board President. The Village will make every effort to protect anonymity, and such information will be treated in confidence.
- m. The Village may conduct, on the Village's premises or during Village time, unannounced searches of an employee's person, belongings, locker, and Village vehicles for controlled substances, cannabis, or alcohol, based upon suspicion or evidence of sale, possession, or use of controlled substances, cannabis, or alcohol. Employees who do not consent to such searches may be discharged.

TRUSTEES:

Ray Ewing	Aye - <u>X</u>	Nay - _____	Absent - _____
Douglas Fisher	Aye - <u>X</u>	Nay - _____	Absent - _____
Leland Hackl	Aye - <u>X</u>	Nay - _____	Absent - _____
Kerry Hood	Aye - <u>X</u>	Nay - _____	Absent - _____
Ed Lock	Aye - <u>X</u>	Nay - _____	Absent - _____
John Oakley	Aye - <u>X</u>	Nay - _____	Absent - _____
Corey Maloney	Aye - _____	Nay - _____	Absent - _____

PRESENTED, PASSED and APPROVED this 2nd day of December, 2019.


RECORDED this 2nd day of December, 2019.

Approved:



President of the Board of Trustees of the
Village of Warrensburg, Illinois

ATTEST:



Village Administrative Clerk
of the Village of Warrensburg, Illinois

STATE OF ILLINOIS)
COUNTY OF LOGAN) ss

I, CYNTHIA A. HUNDLEY, certify that I am the duly appointed Village Administrative Clerk of the Village of Warrensburg, Macon County, Illinois.

I further certify that on the 2nd day of December, 2019 the President and Board of Trustees of the Village of Warrensburg passed and approved Ordinance No. 741, entitled "An Ordinance Authorizing and Approving a Drug, Cannabis, and Alcohol Free Workplace Policy for the Village of Warrensburg, Illinois", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 741, including Ordinance and a cover sheet thereof was prepared, a copy of such Ordinance was posted in the Warrensburg Village Hall, the Warrensburg Public Library, and Warrensburg Post Office, commencing on December 3, 2019, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Administrative Clerk.

DATED at Warrensburg, Illinois this 3rd day of December, 2019.



Village Administrative Clerk