



Office of the Mayor

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Date: May 6, 2019
To: All City Employees
From: Satya Rhodes-Conway, Mayor
Subject: **Drug-Free Workplace Notice**

This notice is required under the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any premises owned or used by City of Madison employees. Appropriate disciplinary action, which may include termination, will be taken against employees who violate this prohibition. (Possession or use of controlled substances prescribed by your physician and used as directed is not unlawful and not prohibited).

A "controlled substance," as used in this notice, means a controlled substance listed in Schedules I through V or Sec. 202 of the Controlled Substance Act (21 U.S.C. Sec. 812) and as further defined by federal regulations. (21 C.F.R. Sec. 1300.11 through 1300.15) This list includes, but is not limited to, marijuana, heroin, cocaine, amphetamines and PCPs. A complete list is available upon request.

It is a condition of employment for employees of the City of Madison that each employee will:

1. Abide by the terms of this notice, and
2. If any City employee is convicted of any violation of a criminal drug statute where the violation occurred in the workplace, the employee must notify her/his department head no later than five (5) days after such conviction.
 - a. Conviction means a finding of guilt (including a finding based on a plea of guilty or no contest) or imposition of sentence, or both, by any judicial authority charged with responsibility to determine violation of the federal or state criminal drug statutes.
 - b. "Criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
3. Within ten (10) days after receiving such notice, in the case of an employee who is directly engaged in the performance of work in connection with a grant of federal funds, the City will notify the funding agency.

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4. Within thirty (30) days after receiving notice of the conviction:
 - a. The City will take appropriate disciplinary action against such employee, which may include termination; or
 - b. The City will require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

This notice supplements, and does not replace or modify, existing work rules already applicable to all City employees. The City retains its authority to take appropriate disciplinary action outside the time limits stated above.



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From: Satya Rhodes-Conway, Mayor

Subject: **City of Madison Drug-Free Awareness Program**

It is the policy of the City of Madison to maintain a drug-free workplace. To promote drug-free awareness among employees of the City of Madison, the City will provide information through the Employee Assistance Program and by other means to inform employees that:

1. Drug abuse in the workplace creates a dangerous environment for the employee engaged in the drug abuse and endangers the health, safety and welfare of all employees and other persons in the workplace.
2. It is the policy of the City of Madison to maintain a drug-free workplace. The illegal manufacture, distribution, possession or use of drugs, or acting under the influence of drugs in the workplace is strictly prohibited, and violations will result in discipline up and including termination.
3. Confidential information will be available from the Employee Assistance Program on public and private drug counseling and rehabilitation, upon the request of any employee.
4. Convictions for violations of criminal drug statutes, when the violation occurs in the workplace, must be reported to the department/division head within five (5) days of the conviction.