

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Drug Free Workplace

SECTION: Risk Management

I. Drug abuse in the workplace endangers the safety and well-being of individuals in the workplace and can adversely affect work quality and services we provide to the public. In compliance with the federal Drug-Free Workplace Act, (41 U.S.C. § 8103), this Practice and Procedure (P & P) notifies all Wisconsin Department of Military Affairs (DMA) state employees that:

- A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all DMA workplaces.
- B. As a condition of employment, each DMA state employee must abide by the terms of this P & P and is required to sign the DMA Policy Acknowledgement.
- C. DMA state employees must notify their supervisor of any drug conviction as soon as possible, but no later than five (5) days after such conviction.
- D. Per the federal Drug-Free Workplace Act, within 30 days from the date a conviction is reported as required by Section I.C., above, DMA state employees who violate this policy, including the requirement to report drug convictions as required in Section I.C. will be subject to discipline up to and including discharge and may also be required to participate satisfactorily in a drug-abuse assistance or rehabilitation program.

II. DMA state employees have access to the Employee Assistance program (EAP). This program is provided by DMA as part of its commitment to promoting employee health and well-being. Information about the EAP can be obtained from DMA EAP Coordinator, who can be reached at (608) 977-2423 or DMAMedicalCoordinator@Widma.gov.

III. Please contact DMA HR Director for more information regarding this P & P.