

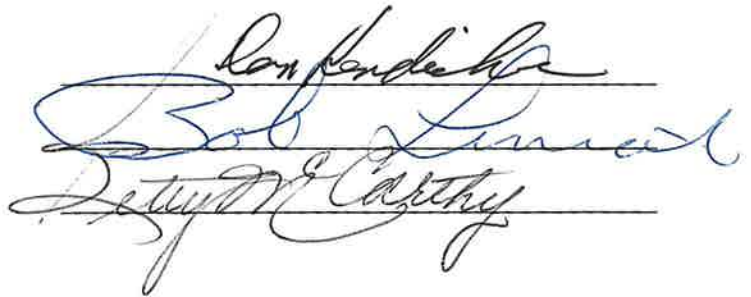
RESOLUTION #328-94

WHEREAS the Mitchell County Board of Supervisors is desirous of establishing a Drug-Free Workplace Policy for all Mitchell County employees,

HEREBY BE IT RESOLVED that the attached policy shall be established 4-4-94 and copies of same shall be made available to each employee. Drug abuse awareness materials shall be prepared by the Mitchell County Board to be submitted to each Department Official who shall make the material available to all employees in their department.

Action on this resolution approved this 21st day of March, 1994.

Board of Supervisors


The block contains three handwritten signatures in blue ink, each written over a horizontal line. The signatures are cursive and appear to be 'Don Fendler', 'Bob Linn', and 'Detty McCarthy'.

ATTEST: Sandra Heckstein

Date: March 21, 1994

SUBSTANCE ABUSE PROBLEMS**1. POLICY STATEMENT**

Mitchell County is committed to providing a workplace that is safe and productive. To this end, it is the policy of Mitchell County to create a substance-free workplace in keeping with the spirit and intent of the Federal Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of the employees of Mitchell County, subjects all employees and visitors to our facilities to unacceptable safety risks and undermines Mitchell County's ability to operate effectively and efficiently. Therefore, the use of a controlled substance or alcohol in the workplace or while engaged in County business at any time or place, or the unlawful manufacture, distribution, possession, sale or use of a controlled substance or alcohol in the workplace or while engaged in County business is strictly prohibited. Such conduct is also prohibited at any time including nonworking hours to the extent that it impairs an employee's ability to perform on the job.

2. SUBSTANCE ABUSE AWARENESS PROGRAM

- a. All employees and each new hire will receive a copy of this policy.
- b. Periodically, employees may be required to attend training sessions, at which the dangers of substance abuse, Mitchell County's policy regarding drugs and alcohol, the availability of counseling and Mitchell County's employee assistance program, will be discussed.
- c. All departments will be provided substance abuse awareness materials including:
 - (1) A definition of substance abuse
 - (2) Information on specific drugs and the effects of the abuse of these drugs and alcohol.
 - (3) Dangers of substance use in the workplace.
 - (4) Availability of counseling and treatment services.

3. FOR HELP CALL:

Prairie Ridge / Addictions Treatment Services

.....**424-2391**

Mental Health Center of North Iowa

.....**424-2075**

4. DISCIPLINARY ACTION

Violation of this policy is grounds for immediate termination without prior warning. Disciplinary actions as outlined in section **P-3** of this policy and any labor contract between Mitchell County and any department thereof may also be taken.

5. REPORTING OF CONVICTION OR SENTENCING

An employee is required to report, within five days of either conviction or sentencing for violations of the law for any workplace based substance related incidents.

SEXUAL HARASSMENT**1. DEFINITION**

The Equal Employment Opportunity Commission characterizes sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such behavior is illegal when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of status as an employee;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals' employment; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can also take place between peers and customers. Any time questionable behavior takes place during work it should be reported.

2. POLICY

Because Mitchell County employees have a right to be free from sexual harassment by colleagues, customers and supervisors the County does not condone actions or words which a reasonable person would regard as sexually harassing or coercive. This means that the following behaviors will not be tolerated:

- a. Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct;
- b. Threats, demands or suggestions that an employee's work status is contingent upon their toleration of or acquiescence to sexual advances.

Sexual conduct between employees, who act as caregivers, and their clients is strictly prohibited and grounds for immediate termination. Amorous relations between supervisors and employees, even when both parties appear to have consented to the relationship, is viewed as unethical and inappropriate by the County. Exceptions might be previous and ongoing relationships, such as husband and wife.

The County will attempt to establish an environment that is free as possible of sexual harassment and in which highest standards of conduct in consensual relationships are observed. The County will try to, ensure that all victims are aware of their rights, notify individuals of conduct that is prohibited, inform administrators about the proper way to address complaints of violations of this policy, and help educate the insensitive about the problems this policy addresses.

3. COURSES OF ACTION

- a. Employees who feel that they have been subjects of such harassment should advise their department head.
- b. Employees subject to harassment by their department head should advise the chairman of their governing board, i.e. Conservation Board, Board of Health etc.
- c. If an employee is not satisfied with the outcome of a or b should file a request for a Grievance Review Board as outlined in section **P-1**, starting with Step 2.

MITCHELL COUNTY AUDITOR

COURTHOUSE

SANDRA
HECKSTEIN



OSAGE, IOWA 50461

TELEPHONE
515-732-5861

MEMO TO ALL DEPARTMENTS

DURING OUR RECENT AUDIT IT WAS NOTED THAT MITCHELL COUNTY DID NOT HAVE A DRUG FREE WORKPLACE POLICY AS REQUIRED BY LAW.

ATTACHED ARE POLICIES ADOPTED BY THE BOARD. PLEASE INSERT THESE IN YOUR EMPLOYEE MANUAL.

FROM TIME TO TIME "DRUG ABUSE AWARENESS" MATERIALS WILL BE DISTRIBUTED AS REQUIRED.

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