

EXECUTIVE ORDER NO. 42

EFFECTIVE DATE: MARCH 18, 1989

SUBJECT: DRUG FREE WORKPLACE ACT OF 1988 REQUIRES THAT ALL RECIPIENTS OF FEDERAL GRANTS OF CONTRACTS CERTIFY TO THE GRANTING AGENCY THAT IT WILL PROVIDE A DRUG FREE WORK PLACE.

The Drug Free Workplace Act of 1988 requires that all grantees receiving grants from any Federal agency certify to that agency that they will maintain a drug free workplace. It also requires the grantee to implement a drug awareness program. Compliance with this Act is required in order to receive grant funding from any federal agency.

In accordance with the Drug Free Workplace Act of 1988, Metro has established a policy that prohibits the unlawful manufacture, distribution, dispense, possession or use of a controlled substance in the workplace. Compliance with this policy is a condition of employment for all employees of Metro. As required by the Drug Free Workplace Act of 1988, Metro has established a Drug Awareness Program. This program is intended to inform employees about the dangers of drug abuse in the workplace; Metro's policy of maintaining a drug free workplace and the penalties for violation of this policy; and available drug counseling and rehabilitation programs.

Metro's Drug Awareness Program will consist of four major components:

1. Dissemination of policy establishing Metro as a drug free workplace: The Act requires the policy and penalties for violation of that policy be clearly communicated to all current employees and new hires at the time of orientation.
2. Informing employees about the dangers of drug abuse in the workplace: General information will be available to all employees and supervisors regarding the dangers of drug abuse in the workplace. This information will be in the form of written literature and voluntary informational meetings for employees conducted by professionals in the field of drug abuse.
3. Available counseling and rehabilitation: Both of our health insurance carriers will serve as a source of information to employees regarding available counseling and rehabilitation. Employees eligible for current health benefits have coverage

for drug counseling and rehabilitation.

4. Supervisory Training: Our supervisory training program for drug abuse in the workplace will focus on the use of community resources. Community resources are available to provide information about recognizing employees under the influence of various drugs, recognizing various drugs, types of programs available and other general information about drug use. These resources are available to conduct informational meetings and assist in individual situations as the need may arise.

This program is intended to comply with the Drug Free Workplace Act of 1988.

So ordered this 17 day of March, 1989



Rena Cusma, Executive Officer

DRUG FREE AWARENESS PROGRAM

As required by the Drug Free Workplace Act of 1988, Metro has established a Drug Awareness Program. This program is intended to inform employees about the dangers of drug abuse in the workplace; Metro's policy of maintaining a drug free workplace and the penalties for violation of this policy; and available drug counseling and rehabilitation programs.

Metro's Drug Awareness Program will consist of four major components:

1. Dissemination of policy establishing Metro as a drug free workplace: The Act requires the the policy and penalties for violation of that policy be clearly communicated to all current employees and new hires at the time of orientation. Attachment 1 is a memo accomplishing this which will be sent to each current employee and also given to new hires at orientation upon approval by the Executive Officer. The memo is addressed to all employees and is from the Executive Director of Metro.
2. Informing employees about the dangers of drug abuse in the workplace: We will have general information available to all employees and supervisors regarding the dangers of drug abuse in the workplace. This information will be in the form of written literature and voluntary informational meetings for employees conducted by professionals in the field of drug abuse. We will be able to use our current Kaiser Health Plan providers at little or no cost to the agency. If Metro participates with Great West Life's Preferred Provider Plan, we may also be able to tap preferred provider drug abuse specialists in that network at little or not cost.
3. Available counseling and rehabilitation: We will use both Kaiser and Great West Life, our health insurance carriers, as a source of information to employees regarding available counseling and rehabilitation. Employees eligible for current health benefits have coverage for drug counseling and rehabilitation. With the impending changes in our Great West Life plan and open enrollment in June, we will be able to use these changes as a way to communicate coverage for drug counseling and rehabilitation.
4. Supervisory Training: Our supervisory training program for drug abuse in the workplace will focus on the use of community resources. Community resources are available to provide information about recognizing employees under the influence of various drugs, recognizing various drugs, types of programs available and other general information about drug use. These resources are available to conduct informational meetings and assist in individual situations as the need may arise.

This program is intended to comply with the Drug Free Workplace Act of 1988 in a fairly low key manner. With the implementation of this program, Metro will be able to certify that it is a drug free workplace to all appropriate federal agencies and continue to be eligible to receive federal grants and contracts.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

DATE: April 27, 1989

TO: All Employees
FROM: Rena Cusma, Executive Director *RC*
RE: Drug Free Workplace Act of 1988

The Drug Free Workplace Act of 1988 requires that all grantees receiving grants from any Federal agency certify to that agency that they will maintain a drug free workplace. It also requires the grantee to implement a drug awareness program. The Drug Free Workplace Act certification and drug awareness program are required in order to allow the grantee to continue to receive grant funding from any Federal agency. Failure to comply with the requirements of this legislation would mean Metro would no longer be eligible to receive grant funding from any federal agency.

In accordance with the Drug Free Workplace Act, Metro has established a policy that prohibits the unlawful manufacture, distribution, dispense, possession or use of a controlled substance in the workplace. All employees must be aware that as a condition of all federal grant awards, and therefore as a condition of employment, you must abide by the terms of Metro's drug free workplace policy. You must also report to your immediate supervisor any criminal drug statute violations occurring in the workplace no later than five (5) days after such conviction.

If any employee is found to have violated Metro's Drug Free Workplace policy they will be subject to normal disciplinary procedures, as adopted in Metro code 2.02.105 or as agreed upon in the appropriate collective bargaining agreements.

If you have any questions about the Drug Free Workplace Act or Metro's drug awareness program, please call Ruth Cusack, Benefits Administrator, at (503) 220-1180.