



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 3.05

**APPROVAL DATE:** 00-00-0000

**EFFECTIVE DATE:** 10-03-1989

**REVISED DATE:** 00-00-0000

**POLICY SUBJECT:**

Substance Abuse

**RESPONSIBLE DEPARTMENT:**

Human Resources

**A. PURPOSE:**

The Pennsylvania Turnpike Commission is concerned with the well being and safety of its employees and the traveling public and will continue to promote a safe work environment.

Illegal or inappropriate use of alcohol and other controlled drugs affect the efficiency and effectiveness of the operation.

The Pennsylvania Turnpike Commission will make every effort to promote and maintain a drug free work place.

**B. SCOPE:**

**C. GENERAL POLICY:**

The unlawful manufacturing, dispensing, possessing or use of alcohol or any other controlled drug while on duty or on the premises of the Pennsylvania Turnpike Commission is prohibited. Employees violating any of these provisions subject themselves to appropriate discipline up to and including discharge.

**D. DEFINITIONS:**

**E. PROCEDURES:**

**Employee Responsibility**

Employees who have a substance abuse or alcohol related problem are strongly encouraged to seek help. Such employee should discuss the problem with their supervisor or someone in the chain of command. If any additional conversation or information is necessary, the Director of Human Resources will be available to discuss this matter. Employees should not delay treatment, especially when performance problems exist.

Any employee arrested and/or convicted of violating any statute governing the unlawful manufacturing, distributing, dispensing, possessing or use of alcohol or other controlled drugs shall notify their supervisor within five (5) days.

### **Supervisor's Role**

Normally a pattern of declining job performance occurs over a period of weeks or months. The supervisor is usually the person to detect change in an employee's behavior or job performance. It is the supervisor's responsibility to take normal corrective actions. If substance abuse is suspected, the supervisor should not diagnose or counsel but should encourage the employee to seek counseling if he/she has a problem.

### **Rehabilitation Program**

Employees who enroll in an approved rehabilitation program must satisfactorily complete the program before any consideration for continued employment will be given.

### **Discipline**

Employees who violate work rules will be disciplined accordingly. Employees will not be disciplined for admitting to a problem and enrolling in an approved program.

Nothing in this policy prevents the employer from taking proper discipline for just cause.

*This Policy Letter supersedes all previous Policy Letters on this subject.*