

# **Yorktown Public Library**

## **Substance Abuse Policy**

It is the policy of the Yorktown Public Library to maintain a drug free work environment. There is to be no alcohol or illegal drugs on library property. Any employee possessing, bringing onto the property, or partaking of alcohol, or illegal drugs on the property shall be subject to immediate suspension of employment. If an employee appears to be under the influence of legal or illegal drugs or alcohol and therefore unable to perform his/her job, it is at the Director's and/or the Assistant Director's discretion to send the employee home and impose an immediate suspension of employment. The Board of Trustees shall provide employees with a due process hearing to determine if the incident merits termination.

## **Smoking Policy**

Smoking, vaping and/or using chewing tobacco are all prohibited on library property by either patrons or employees.