



Universal State Personnel System Policy IMPAIRMENT IN THE WORKPLACE

November 12, 2007

The State of Colorado seeks to maintain a safe, healthy and efficient work environment for its employees and the public. Employees who are impaired by alcohol or drugs during work pose safety and health risks not only to themselves, but to others as well, including the public. In order to ensure the safety of employees and the public, alcohol and drug use that adversely impacts the employee's ability to perform his or her job or the work environment, or that creates risk to the general public, cannot be tolerated.

Consequently, pursuant to Executive Order dated January 14, 1991, it is the policy of the State of Colorado that the use of intoxicating substances which results in the impairment of a State employee's job performance is prohibited.

All employees in the state personnel system must be informed and are expected to comply with the State's policies and procedures regarding drug and alcohol impairment and testing. Your department is entitled to training on this subject from the Office of Risk Management.

This Policy does not address requirements of Colorado and federal statutes and regulations governing employees holding Commercial Driver's Licenses. Please refer to your department's policy regarding the special provisions governing CDL employees.

For purposes of all state personnel system rules and policies, the word "department" includes institutions of higher education. However, institutions of higher education may have existing impairment in the workplace policies governing multiple groups (e.g., state personnel system, professional exempt, faculty, students, student employees). Institutions of higher education may retain in place their respective policies on impairment in the workplace if those policies substantially comply with this policy with respect to employees in the state personnel system.

The State Personnel Board Rules, and the State Personnel Director's Rules and Technical Assistance, can be found at: <http://www.colorado.gov/dpa/dhr/temp/rulesover.htm>.

Definitions.

1. "Alcohol" means beer, wine and all forms of distilled liquor containing ethyl alcohol, including over the counter products such as mouthwashes and cold serums.

2. “Drugs” means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance including but not limited to, those substances prohibited or controlled by Colorado and federal laws.

Prohibitions.

A. The use of drugs or alcohol by an employee in the state personnel system which results in job impairment is prohibited.

B. The illegal manufacture, use, sale or transfer of drugs or alcohol on State property or during work hours is prohibited. When there is a reasonable suspicion that such activity is occurring, notify law enforcement or contact your department's assistant attorney general for guidance.

C. Some employees in the state personnel system are permitted to use alcohol as part of their official duties. Such use is dependent on the scope of work performed by the State employee and is subject to the approval of the appointing authority or other responsible party.

D. The use of alcohol on some State property may be permitted when approved by the authorized official for the function. If alcohol is served, non-alcoholic beverages must also be available for consumption. Some State facilities reserve the right to prohibit alcohol at all time.