

conduct rests in the sole discretion of the County.

Signature requirement. If a written disciplinary action is given, the employee will be required to sign the document to acknowledge that the document has been presented to and discussed with the employee. The employee's signature does not mean the employee agrees with the contents of the document. An employee who refuses to sign the acknowledgement will be suspended until the document is signed. If not signed in 3 days, the employee will be deemed to have resigned and will be administratively separated from County employment with the termination decision subject to reconsideration at the employee's request through the grievance process.

Smoke-Free Work Environment

To protect and enhance indoor air quality and to contribute to the health and well-being of all employees, the County does not allow smoking on County property except in designated smoking areas. Smoking is prohibited in all enclosed areas including common work areas, conference and meeting rooms, private offices, hallways, employee break rooms, stairs, restrooms, employer-owned or leased vehicles and all other enclosed facilities. Employees may smoke in their personal vehicles, but smoke and tobacco products must be completely contained within the vehicle. It is not acceptable for smoking or non-smoking employees to be subjected to smoke that they must walk through to reach their vehicles or any other destinations on County property.

While the County makes designated areas available for smoking, it has no legal responsibility to do so. Employees who choose to use the designated smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Smokers and users of tobacco products must dispose of the remains in the proper containers.

Drug-Free Workplace Policy

Special Note: By accepting employment and by continuing to work for the County, a County employee agrees as a condition of employment to abide by this Drug-Free Workplace Policy.

1. Notice of Drug-Free Workplace Policy.