



**STATE OF ALASKA**  
**ALCOHOL & DRUG-FREE WORKPLACE**  
**Statement of Policy**

The State of Alaska recognizes the need for each employee to work in a safe and healthy environment. It also recognizes the improper use of alcohol or a controlled substance can have significant impact in the workplace and can pose serious threat to the health, safety and wellbeing of other coworkers and to the public. Therefore, it is long-standing state policy to promote and maintain an alcohol and drug-free workplace. Classified employees and appointed officials are prohibited from engaging in the improper or unlawful use manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance on state property, in the workplace or while in performance of official duties. An employee or official who violates this prohibition is subject to disciplinary action, up to and including termination from employment.

As one means of promoting a safe and productive workplace, the state has taken proper steps to deter the incidence of improper alcohol and drug use among its employees. Steps include ensuring employees have access to information about the dangers of alcohol and drug use, providing employee treatment, counseling and referral services through participating Employee Assistance Programs (EAP), implementing lawful mandatory drug and alcohol testing policy for certain employee occupations and program groups, and pursuing appropriate criminal penalties.

All state employees must: (1) adhere to the intent of this policy statement, and (2) inform his or her supervisor and department or agency human resources official, in writing, of a conviction for the use of alcohol or a controlled substance occurring in the workplace or while performing official duties, by not later than five calendar days after being convicted. Moreover, if the convicted employee is working under a U.S. Department of Health and Human Services (DHHS) direct or pass-through grant, the employing department or agency must notify the DHHS, in writing, within ten calendar days of receiving notice of or otherwise becoming aware of a conviction for unlawful use of a controlled substance. Notification must include the name and position title of the employee and the DHSS program identification number.

The employing department or agency must, within 30 calendar days of receiving notice of or becoming aware of a conviction for unlawful use of alcohol or drugs, take appropriate personnel action against the convicted employee, up to and including the termination of employment. The employing department or agency should consult with their human resource official or with the Division of Personnel & Labor Relations before commencing personnel action.

The Office of the Governor joins in committing the State of Alaska to abide by this alcohol and drug-free workplace policy which is administered through relevant employer policies, personnel regulations and negotiated labor contracts.