



## Policy HR 14.5 Use of Prescribed Drugs

Adopted by the Library Board of Trustees: 01/24/2013

The Library is committed to ensuring that employees perform their assigned job duties in a safe manner and encourages employees to take the necessary steps to ensure their own well-being.

### **1. Reporting use of prescribed drugs**

NOLS employees responsible for operating Library equipment, a NOLS vehicle or their personal vehicle while performing their assigned job duties must report to their immediate supervisor if they are taking a prescribed medication with a warning label to not operate machinery or a motor vehicle while taking the drug.

At the time of the notification, the employee may submit a written request to the Library Director for a job accommodation. Any accommodation request must include a medical notification from the employee's licensed medical provider. The notification must identify the employee's medical limitations and the estimated duration of the limitation.

All job accommodations will be reviewed on a case-by-case basis by the employee's supervisor and the Library Director or designee. Approval will be granted based on the employee's work history and when reasonable accommodation can be made without adversely impacting library operations.

Any information about the notification process and subsequent accommodation request will be limited to those who need-to-know and with the utmost confidentiality in accordance with the law.

### **2. Administration**

All managers and supervisors are responsible for administering this policy.