State of Iowa

SUBSTANCE ABUSE POLICY FOR EXECUTIVE BRANCH EMPLOYEES

NOTIFICATION AND EFFECTIVE DATE

All executive branch employees (herein "employees") are required to read this revised Substance Abuse Policy, and will be expected to sign an Acknowledgement indicating the Policy was read and fully understood by the employee. This Policy is being issued without revision on July 1, 2026.

I. PROHIBITED ACTIVITIES

Employees who conduct state business under the influence of alcohol or an unauthorized controlled substance (herein "controlled substance") present a threat to the health, safety, and welfare of their own persons, their fellow employees, and the public at large. The State of Iowa is committed to ensuring its employees remain free from the effects of alcohol or controlled substances while conducting state business. Therefore, employees are prohibited from:

- possessing, consuming, purchasing/selling, or manufacturing alcoholic beverages or controlled substances, while they are conducting state business or are on state property;
- reporting to work for the State of Iowa under the influence of an alcoholic beverage or a controlled substance;
- the unauthorized use or abuse of a prescription medication while they are conducting state business or are on state property; and/or
- driving a state vehicle or a personal vehicle when the employee is engaged in state business, within an eight (8) hour period after consuming an alcoholic beverage, using a controlled substance, or engaging in the unauthorized use/abuse of a prescription medicine.

Absent mitigating circumstances, an employee's involvement in one or more of the prohibited acts listed above may result in summary discharge. "Summary discharge" shall mean a discharge from employment with the State of Iowa after the state substantiates the alleged offense through a fair and thorough investigation. It is unnecessary for the State of Iowa to implement other forms of discipline (e.g., verbal warnings, reprimands, or suspensions) before issuing a summary discharge.

II. OTHER ACTIVITIES INVOLVING SUBSTANCE ABUSE AND WARRANTING REPRIMAND, SUSPENSION, OR TERMINATION

Absent mitigating circumstances, any of the following shall result in a reprimand, suspension, or a summary discharge:

A. The suspension or revocation of an employee's driver's license, chauffeur's license, or commercial driver's license, if an employee's job duties require the employee to possess the license, and the loss of his/her driving privileges results in the employee's failure to meet the minimum qualifications for his/her job.

B. The employee engages in off-duty misconduct which either: (1) impairs the employee's ability to perform his/her job function; (2) substantially effects the public's perception of the employee's ability to perform his/her job function; or (3) causes substantial damage to the reputation of the employer. The employee may be subject to reprimand, suspension, or termination even if no arrest or conviction results from the off-duty misconduct.

C. The employee reports to work displaying symptoms the employee has consumed an alcoholic beverage or a controlled substance.

D. The employee demonstrates below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness.

III. EMPLOYEE ASSISTANCE PROGRAM

The State of Iowa recognizes dependency upon alcohol or a controlled substance is a treatable illness. Such dependencies can cause major health, safety, and security problems for the employee, fellow employees, and the public at large. Employees who need assistance to address these problems are encouraged to take advantage of the confidential Employee Assistance Program (EAP). For more information, please see the following link: https://das.iowa.gov/human-resources/healthy- opportunities/employee-assistance-program.

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