

WORK PERFORMANCE AGREEMENT

(The following agreement is intended to be a sample only. Specific wording may be changed as circumstances warrant.)

I, _____NAME OF EMPLOYEE_____, hereby agree to the following statements and work performance contract.

As a result of _____SUMMARY OF INCIDENT_____, I recognize that I have violated work rules of McIntosh Trail CSB. In order to effectively deal with the problems I have which caused this behavior, I agree to the following:

1. I agree to seek outpatient counseling, both group and individual, for my substance abuse problems and to provide evidence of my attendance.
2. I agree not to consume alcohol or illegal drugs at any time in any form while on the job. This includes consumption of alcohol or illegal drugs during lunch or breaks.
3. I agree not to consume alcohol prior to work within a time frame which will cause work impairment or use illegal drugs at any time.
4. I agree not to bring alcohol or illegal drugs in any form into the work place.
5. I agree to take alcohol or drug screening test at any time while on duty due to reasonable suspicion if requested by my supervisor, or any person in the supervisory line of my position.
6. I understand that if I am found to be in possession of alcohol on duty; or illegal drugs at any time or place; or if I have a detectable presence of alcohol or drugs while on duty as measured by a screening test; or if I fail to comply with any other requirement of this agreement after this date, then adverse action, up to and including dismissal, may be taken against me.

I agree to the above voluntarily.

(Signature of Employee)

Date

(Signature of Supervisor)

Date

HR 5/99