




HUMAN RESOURCES DEPARTMENT

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DATE: June 25, 2019

TO: All NYCHA Staff

FROM: Nicole Van Gendt, Director of Human Resources 

SUBJECT: Drug Free Work Environment - REMINDER

This memo serves as a reminder that New York City Housing Authority (NYCHA) promotes a safe alcohol and drug-free work environment for our employees. As such, all staff must adhere to the following:

NYCHA employees shall not:

- Possess, sell or use any controlled substance, including marijuana, on or off-duty, except with the written approval of a licensed physician, and then only if the use of such substance will not interfere with the proper performance of their duties. Even with written approval of a licensed physician, employees may not sell, possess or use marijuana, while on duty.
- Be under the influence of, or in possession of, alcoholic beverages while on duty or at the worksite. Alcoholic beverages are prohibited even if unopened or sealed.
- Fail to report to the Office of the Inspector General within three business days of occurrence any:
 - Arrest;
 - Criminal summons;
 - Desk Appearance Ticket (DAT);
 - Indictment or conviction of any crime

In addition, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including marijuana, is prohibited at work.

Employees who violate the above restrictions may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and/or subject to disciplinary action, including termination, and possible criminal charges.

Employees requesting information regarding the dangers of drug abuse in the workplace, or in need of professional support services may avail themselves to the Employee Assistance Program of the New York City Office of Labor Relations (also called the NYC EAP). This is a confidential program available to all NYCHA employees and immediate family members who may be experiencing personal problems for which they may need professional support.

For further information regarding NYCHA's Drug Free Work Environment Policy, supervisory steps to take in the event a supervisor believes a staff member is under the influence of a controlled substance, and the NYC Office of Labor Relations EAP, please refer to the HR Manual.

For more information about the City's on-going Drug-Free Awareness Program, and about the dangers of drug abuse in the workplace, please contact the EAP at 212-306-7660.