

SUBJECT: EMPLOYEE DRUG/ALCOHOL SCREENING DUE
TO REASONABLE SUSPICION

APPROVED BY:

EFFECTIVE
DATE: 06-20-08 (replaces 04-01-05)

Executive Director

Reviewed (no changes): 01-19-10 03-31-11

PROCEDURE (Continued)

7. Drug Screening Results:

- a. A staff person whose sample is rejected by the testing laboratory may be directed to appear for retesting immediately upon notification.
- b. If the testing laboratory determines that the sample of any staff may have been adulterated, the staff person may be directed to appear for retesting immediately upon notification.
- c. The testing laboratory shall notify the Personnel Manager of McIntosh Trail CSB.
- d. Laboratory reports indicating the presence of an illegal drug(s) shall be retained by the Personnel Manager of McIntosh Trail CSB. Such information shall be confidential and shall only be available to those on a "need-to-know" basis. The employee shall be subject to disciplinary action as deemed appropriate by the Executive Director.
- e. Any staff whose test is negative will immediately return to the job unless other factors, e.g., suspected patient abuse, violent behavior, etc., make returning the employee unfeasible.

8. Alcohol Screening Results

- a. A staff person may be required to submit to a breathalyzer test for alcohol screening.
- b. A staff who refuses to cooperate with the testing process is subject to disciplinary action.
- c. Any staff whose alcohol screening is inconclusive due to failure to cooperate or whose screening may have been adulterated may be directed to be retested.
- d. A staff person with a positive test result will be advised that appropriate action will be forthcoming.
- e. No staff whose test shows the presence of alcohol will be allowed to drive a vehicle from the work site. A staff person who insists on driving will be advised that law enforcement officials will be contacted. If the staff person does drive, contact law enforcement officials immediately.
- f. The Personnel Manager will be notified of positive results and will advise the Executive Director of the same.
- g. Any staff whose test is negative will immediately return to the job unless other factors, e.g., suspected patient abuse, violent behavior, etc., make returning unfeasible.

