

SUBJECT: EMPLOYMENT & RANDOM DRUG TESTING

APPROVED BY:

EFFECTIVE

DATE: 02-09-10 (replaces 06-20-08)

Executive Director

Reviewed (no changes): 03-31-11 _____

POLICY

It is the policy of McIntosh Trail CSB that employment drug testing will be required for appointees to positions that carry a high degree of responsibility for the health, safety, and welfare of others and in which errors in judgment, inattentiveness, or diminished physical dexterity/capacity while performing required duties could clearly result in injury or death to the employee or others. These positions have been identified as Physicians, Nurses, Pharmacists, Addictive Disease staff and Vehicle Operators. In the future, McIntosh Trail CSB may designate additional positions subject to employment drug testing.

It is also the policy of McIntosh Trail CSB that random drug testing will be required for staff in Addictive Disease sites and/or transportation positions.

PROCEDURE

Employment drug testing:

All employment drug testing will be conducted in accordance with applicable federal law and regulations and procedures established by the Commissioner of the State Personnel Administration. All testing programs will give due consideration to security of sample collection, chain of custody requirements, accuracy of testing, and confidentiality of testing results.

Candidates selected for employment in designated positions will be directed to go to a drug test site within their first ten days of employment or, at the discretion of the Personnel Manager, as soon as practical. The employee will be required to return the receipt for the urine sample to the Personnel Manager to verify that the drug testing was done. The new employee will be paid for reasonable time spent in transit to and from the drug test site. McIntosh Trail CSB will pay for the drug test.

Positive drug results will be forwarded for review by the Medical Review Officer under contract with the State Personnel Administration. McIntosh Trail CSB will only be contacted if the Medical Review Officer determines that there is indeed a positive drug result with no medical explanation. Positive drug results will result in termination from McIntosh Trail CSB.

Random drug testing:

A random selection of specific positions will be made periodically by the State Personnel Administration. Employees in selected positions will be required to report to a designated lab for testing by the end of the day following notification.

The employee will be required to return the receipt for the urine sample to the Personnel Manager to verify that the drug testing was done. The employee will be paid for reasonable time spent in transit to and from the drug test site. McIntosh Trail CSB will pay for the drug test.

Positive drug results will be forwarded for review by the Medical Review Officer under contract with the State Personnel Administration. McIntosh Trail CSB will only be contacted if the Medical Review Officer determines that there is indeed a positive drug result with no medical explanation. Positive drug results will result in termination from McIntosh Trail CSB.