

POLICY NO. HR./VOLADM.06	Page 1 of 4
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<b>SUBJECT</b>  <b>DRUG AND ALCOHOL POLICY</b>	<b>DATE EFFECTIVE</b> 2/1999
	<b>DATE REVISED</b> 9/25/2001
	<b>DATE REVIEWED</b>

I. POLICY

A. Pioneers Memorial Healthcare District (“District”) has a strong, continuing commitment to promoting a safe, healthy and productive work environment and is committed to ensure, to the extent possible, a drug free workplace. Violation of any of these policies shall subject the volunteer discharge, as deemed appropriate by the District.

II. PROCEDURE

A. pre-placement screening

1. Pioneers Memorial Healthcare District shall maintain a pre-placement screening practice designed to prevent the volunteer applicants who use illegal drugs, or who use legal drugs or alcohol to the extent that safe job performance would be impaired.
2. Prospective volunteer shall be notified of the District’s drug and alcohol policy and pre-placement screening test at the time they are interviewed for a position.
3. Prospective volunteer shall be required to consent, in writing, to the drug and alcohol test prior to beginning of service. Refusal to consent to the test or a confirmed positive test shall be grounds for revoking the offer of service. If the presence of illegal drugs or alcohol is detected in the test the Volunteer Service Coordinator, or its designee, may inquire as to whether he/she is currently taking any prescription medication and, if requested, shall provide appropriate documentation to verify the prescribed usage.
4. The drug and/or alcohol test shall be administered by a medical laboratory qualified to administer such tests.
5. Applicants who have a positive drug screen will not be allowed to volunteer and may not reapply for one year at the District.

B. PROHIBITED CONDUCT

1. Alcohol - The following is prohibited:
  - a) The unauthorized use, consumption, possession, transfer, sale or manufacture of any alcoholic beverage on District property or during working hours.
  - b) Consumption of alcoholic beverages at any time during a volunteer workday, including breaks and meal periods.

INTERFACING DEPARTMENT(S) ALL	APPROVED BY: Signature on File
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- c) Being under the influence of alcohol on District property or while on District business.
2. Illegal Drugs – The following are prohibited:
  - a) The use, consumption, possession, sale, purchase or manufacture of any illegal drug on District property.
  - b) The use, consumption, or manufacture of any illegal drug at any time during the workday, including breaks and meal periods.
  - c) Violation of federal or state laws regarding the use, possession, sale or manufacture of drugs, whether on or off the job.

#### C. PERSONS SUBJECT TO DRUG AND ALCOHOL TESTING

1. All volunteer applicants who have been offered placement subject to the passing of a pre-placement physical.
2. Any volunteer who, either reporting to work, or in the performance of his or her job, appears to be unfit for duty, or is otherwise reasonably suspected of being under the influence of alcohol or drugs.
3. Any volunteer testing positive for illegal drug use may be subject to immediate termination.

#### D. Testing procedures and cut-off levels

1. The following testing procedures and cut-off levels shall be applied.
  - a) Request and Approval for Drug and/or Alcohol Test
  - b) A department manager may request that a volunteer submit to a drug and/or alcohol test when the volunteer's manager has a reasonable suspicion that the volunteer is under the influence of drugs and/or alcohol. The facts constituting the reasonable suspicion shall be documented in writing prior to any drug and/or alcohol test and a copy given to the volunteer. Reasonable suspicion may be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the volunteer. The Volunteer Service Director or designee shall have the authority to approve the drug and/or alcohol test.
  - c) Alcohol testing based on reasonable suspicion is authorized only if the observations are made during, just before, or just after the period of the work shift.

#### E. Drug and/or Alcohol Test

1. A volunteer under the reasonable suspicion of being under the influence of drugs and/or alcohol shall be given, upon approval, a drug and/or alcohol test as determined by the Volunteer Service Director or designee.

#### F. Conduct of Test

1. Alcohol – An alcohol test shall be considered positive by the evidence of impairment whenever there is at least .08% by weight of alcohol in the volunteer's blood. If the initial alcohol test is positive, a confirmatory test shall be performed with the same positive/negative cutoff levels as described above. The process used for collection and testing of blood samples shall adhere to the requirements of applicable law or regulations.

2. Illegal Drugs – The drugs or classes of drugs for which applicants shall be tested as well as the initial and confirmatory positive/negative test levels are:

<u>Test</u>	<u>Screening Test</u>	<u>Confirmatory Test</u>
Amphetamines	1,000 mg/ml	N/A
Amphetamine	N/A	500 mg/ml
Methamphetamines	N/A	500 mg/ml
Cocaine Metabolite(s)	300 mg/ml	150 mg/ml
Opiates/Metabolite(s)	300 mg/ml	N/A
Morphine, Codeine	N/A	300 mg/ml
Marijuana Metabolites	100 mg/ml	15 mg/ml
Phencyclidine (PCP)	25 mg/ml	25 mg/ml
Barbiturates	300 mg/ml	200 mg/ml

The initial drug test shall use an immunoassay. All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques. An applicant or volunteer shall not be considered as having tested positive for illegal drugs unless the presence of drugs in his/her specimen exceeds the applicable level in both the initial and confirmatory tests.

3. Testing Laboratory – Controlled substance drug testing shall be performed by testing facilities certified by the National Institute on Drug Abuse (NIDA), and, if required, licensed or certified by the applicable State agency authorized to license or certify such drug testing facilities.
4. The Collection Process – Urine samples shall be collected under the supervision of a designated physician or by authorized medical personnel. Collection shall take place without direct observation, but with a medical representative in the general area. The integrity of the specimen shall be checked and then the specimen shall be sealed, dated and initialed by both the medical representative and the individual being tested, and subsequently processed by the testing laboratory. If the specimen is an abnormal color or temperature, or if the integrity of the specimen is questioned on the basis of documented evidence (i.e. abnormal sounds observed), a second specimen shall be collected while the volunteer is visually observed by the supervising designated physician or authorized medical personnel. In such a case, both specimens shall be tested. Results of all drug screenings shall be reviewed by a Medical Review Officer and then forwarded to the Human Services Department.
5. A chain of custody report shall be maintained beginning with the collection of the sample and continuing thereafter until all confirmatory testing is completed. The testing laboratory shall preserve urine samples that are confirmed positive for one year from the date of the test.
6. If the volunteer or applicant is unable to produce enough urine, the volunteer shall be instructed to drink fluids and produce a specimen within two hours.
7. Confidentiality of Test Results – To the extent possible, and as permitted by law, the District shall attempt to maintain the confidentiality of all test results, as to persons outside the employ of the District and as to non-management District

employees. In the event of a confirmed positive test result, the District upon written request, shall furnish the results to the applicant or volunteer involved.

8. Results of Test – Volunteers whose confirmatory drug test is positive shall be immediately suspended. His/her training agency will be notified as to the cause of termination.
9. Costs – Cost relating to the collection and testing of samples, which are required by the District, shall be borne by the District.

#### G. Refusal to Take Test

1. A volunteer who refuses to submit to a drug and/or alcohol test that has been approved, shall be terminated, and if intoxicated or physically or mentally impaired, be taken to his/her place of residence. If the volunteer is too sick to submit to the test, the volunteer must provide a doctor's excuse documenting the medical reason why the volunteer is too sick to produce a specimen. If the volunteer is unable to produce a doctor's excuse as required, that volunteer shall be terminated.

#### H. Criminal convictions

1. Any volunteer convicted of a drug-related offense must report that conviction in writing to the District within five (5) calendar days from the date of such conviction.
2. Inspections
  - a) The District reserves the right to inspect and/or search all District property, as well as the volunteer's personal property on the District premises, for illegal drugs and/or alcohol. Refusal to submit to any such inspection or search shall subject the volunteer to discharge.

#### I. Definitions

- a) "District property" shall mean all property, facilities, buildings, parking lots, and vehicles, regardless of ownership or location, which are within the operational control of the District.
- b) "Illegal drug" shall include all substances which are controlled by law. "Illegal drug" does not include the use of a controlled substance pursuant to a valid doctor's prescription. While the authorized use of a prescription drug is permitted, volunteer shall inform their mentor/ department manager of such substance use, which may impair their ability to perform their duties in a safe and reliable manner.
- c) "Reasonable suspicion" shall include but not be limited to the following: erratic behavior (periodic, prolonged, glassy stares, periodic crying episodes, exaggeratedly fast or slow activity for extended periods, etc.), sudden changes in appearance (excessive sloppiness or fussiness); frequent trips to the rest room; increased, excessive, or unexplained lateness, especially on Mondays or Fridays; inability to focus; sudden changes of personality at work, dilated pupils; staggering, slurred speech; drooling, head rolling on its axis; malingering; dozing on the job; more frequent injuries or damage to equipment or products than usual; or discovery of drugs or drug paraphernalia on premises.