

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 506 – Drug and Alcohol Use

1. Procedures

- a. The purpose of these procedures are to provide guidelines for the steps pertaining to drug testing of any current or potential candidate that is employed with the Partnership for Children.
- b. All requests must be presented to the supervisor and/or department head and the President for written approval.
- c. Refusal to submit to testing may result in disciplinary actions up to dismissal.
- d. Applicants may be required to pass a drug test before beginning work for the Partnership for Children.
- e. Employees may be required to submit for a drug test based on, but not limited to, the observation by the supervisor of apparent use, possession or impairment. The observation must be based on the facts.
- f. Facts that would support the observations of reasonable suspicion would include, but not limited to, actual visual confirmation of substance, odor on breath or clothes, speech and balance / walking abnormalities, physical appearance such as eyes, aggressiveness, excessive tardiness and/ or absenteeism.

i. Reasonable Suspicion

1. When there is reasonable suspicion the supervisor should complete and submit the Drug Testing: Reasonable Suspicion Documentation.
2. Once the document is completed the reporting supervisor must submit to the department head, Chief Operating Officer and the President for approval.
3. The reporting supervisor/ department head and President and/or Chief Operating Officer will sit down with the employee and inform them that there is a reasonable suspicion to believe that they are affected by illegal drugs and that this test is being requested to either confirm or deny this suspicion. This allows the employee an opportunity to discuss or state a reasonable explanation. The employee must immediately provide the explanation in writing, with signature and date.
4. The employee will be asked to sign the consent for the drug test screening. The employee will be informed that if they refuse to undergo the drug screening, they may face disciplinary actions and to include up to termination.
5. The employee will be given a *Chain of Custody Form*, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification; the supervisor must ensure safe transportation of the employee to the facility. *Under no circumstance should the employee be allowed to drive themselves to the testing facility.*
6. The test should take place within two hours of notification. If the employee cannot meet the two hour time frame, then the supervisor/department head must document

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reasoning of the delay including when it will be done This notification will be submitted to the President and/or COO.

7. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

ii. Random Testing

1. The Human Resource Manager will maintain the approved listing of all positions designated by the President and will update as needed. The listing will be approved by the President and/or COO.
2. Once instructed by the President, the Human Resource Manager will randomly select employee names from the approved listing.
3. The employee(s) will fill out and sign the Consent to Drug Testing Form.
4. The employee(s) will be given a Chain of Custody Form, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification.
5. The test should take place within two hours of notification. If the employee cannot meet the two hour time frame then the supervisor must document reasoning of the delay including when it will be done. This notification will be submitted to the President and/or COO.
6. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

iii. Post-Accident

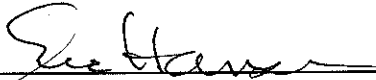
1. The employee must notify their supervisor immediately after the accident or citation.
2. The post-accident testing will be administered as soon as possible but ideally no more than 8 hours after the accident/citation.
3. The employee will fill out and sign the Consent to Drug Testing Form.
4. The employee will be given a Chain of Custody Form, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification.
5. If the employee cannot meet the eight hour time frame then the supervisor/ department head must document reasoning of the delay, including when it will be done This notification will be submitted to the President and/or COO.
6. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

iv. Follow Up

1. Employees who have tested positive in a previous drug testing and has been given the opportunity to return to work as instructed in writing are subject to a follow up testing at times and frequencies designated by the President.

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President

6-25-15

Procedure Approval Date

7-1-15

Procedure Effective Date

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Procedures:
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