

October, 2015

# The Town of Granville Employee Mandatory Drug and Alcohol Testing Policy

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# Policy Overview

## Section 1 - Authority

The Town of Granville is committed to protecting the safety, health, and welfare of townspeople as well as that of its employees. Towards that end – and by the authority provided by the Town of Granville, Massachusetts hereby establishes an Employee Mandatory Drug and Alcohol Testing (MDAT) Program. This document sets forth the policy for said program.

## Section 2 - Affected Individuals

Town of Granville employees occupying “safety-sensitive” positions (“covered employees”) shall be subject to drug and alcohol testing. Per the Select board, Police Chief, Fire Chief or Superintendent of the High Way Department), a “safety-sensitive” position is defined as “employment that is paid or volunteer in which the town employee has direct contact with children or youth; is entrusted with the direct contact with the public in the performance of his/her duties in the normal course of employment may affect the health, welfare, or safety of the general public or other town employees.”

MDAT will cover all positions are considered “safety-sensitive,” and employees occupying those positions that are paid or volunteer shall be deemed “covered employees.” Covered employees shall be notified that they are subject to this Policy before being directed to undergo drug or alcohol testing.

## Section 3 - Substances Tested

Covered employees shall be subject to testing for alcohol and the following controlled substances:

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines
5. Phencyclidine

## Section 4 - Notification

### 4.1 Employee Notification

Each covered employee shall be provided the Notification of Drug and Alcohol Testing ("Notification") indicating that he/she is subject to drug and alcohol testing. This Notification shall be provided at least thirty days prior to the start of testing. Each covered employee shall sign an acknowledgement that he/she received the Notification. Refusal to sign shall be documented by the town of Granville, after which the Town of Granville shall be permitted to proceed with testing. A copy of the Notification is included in the Appendix of this Policy. At the end of the initial thirty-day notification period, all covered employees, excluding those who have disclosed a drug or alcohol problem and are participating in a counseling and rehabilitation program (as set forth in the EAP), shall be subject to drug and alcohol testing.

### 4.2 Disclosure of Drug or Alcohol Problem Prior to Testing

#### 4.2.1 Right to Disclose Problem

A covered employee who, during the time periods set forth in Section 4.2.2, notifies his/her supervisor or the MDAT Team that he/she has a drug or alcohol problem shall be provided one opportunity to seek treatment for his/her drug or alcohol problem, and shall be subject to the policies set forth in Section 4.2.3. Such a covered employee shall not be subject to drug or alcohol testing by the Town of Granville undergoing approved treatment as set forth in Section 4.2.3.

#### 4.2.2 Timing of Disclosure

To be exempted from drug or alcohol testing while undergoing treatment, a covered employee must disclose his/her drug or alcohol problem: 1) within thirty days of receiving the Notification and this Policy, or 2) prior to the employee being directed by town of Granville to submit to drug or alcohol testing.

#### 4.2.3 Policies Concerning Disclosure

An employee who discloses a drug or alcohol problem within the time periods specified in Section 4.2.2 shall be subject to the following policies:

1. The Town of Granville shall give the employee a mandatory referral to the Employee Assistance Program (EAP). An employee receiving a mandatory referral to the EAP must follow the treatment plan developed by the EAP professionals and any drug or alcohol counseling and rehabilitation program to which the EAP refers him/her.
2. The Town of Granville shall, at its discretion, place the employee on medical leave or detail the employee to a non-safety-sensitive position, if such a position is available, until he/she completes successfully any drug or alcohol counseling and rehabilitation program to which he/she is referred by the EAP.
3. The Town of Granville shall not subject the employee to drug or alcohol testing until after he/she completes any drug or alcohol counseling and rehabilitation program to which he/she is referred by the EAP.

4. Before being permitted to return to work in his/her safety-sensitive position, the employee must successfully complete any drug or alcohol counseling and rehabilitation program to which he/she is referred by the EAP.

5. After The Town of Granville receives certification from the EAP that the employee has successfully completed his/her counseling and rehabilitation program, the employee shall be required to submit to drug and alcohol testing before returning to work. The employee must test negative for drugs and alcohol before being allowed to return to his/her safety-sensitive position.

6. After successful completion of the counseling and rehabilitation program, the employee shall be required to participate in periodic follow-up testing.

## Section 5 - Circumstances for Testing

Covered employees shall be required to participate in reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing, as described below.

### 5.1 Reasonable Suspicion Testing

Drug and alcohol testing is required when a supervisor has a reasonable belief that an employee is: 1) under the influence of illegal drugs or alcohol; 2) impaired in his/her ability to perform his/her duties due to the use of any drug (including prescription medication) or alcohol; 3) in possession of any controlled substance or related paraphernalia while on duty or on The Town of Granville property; 4) in possession of alcohol while on duty or on The Town of Granville property; or 5) in possession of alcohol or illegal drugs while in a Town of Granville vehicle.

### 5.2 Post-Accident Testing

Drug and alcohol testing is required after an employee is involved in a vehicular or other type of accident while on duty that results in personal injury, property damage, or both, and in which the cause of the accident could reasonably be believed to have been, in whole or in part, the employee's use of drugs or alcohol.

### 5.3 Return-to-Duty Testing

Drug and alcohol testing is required after a covered employee has completed drug or alcohol counseling and rehabilitation, but before that employee is permitted to return to a safety-sensitive position.

### 5.4 Follow-Up Testing

A schedule for drug and alcohol testing shall be developed following successful completion of a counseling and rehabilitation program by a covered employee who disclosed to the Town of Granville a drug or alcohol problem as specified by the EAP.

## **Section 6 - Prohibited Conduct**

### **6.1 Alcohol Possession**

A covered employee is prohibited from possessing, while on duty or off duty while operating a town vehicle any container of alcohol or consuming alcohol.

### **6.2 Alcohol Use**

A covered employee is prohibited from having an alcohol concentration of 0.38 micrograms or more per milliliter of breath while on duty or off duty while operating a town vehicle.

### **6.3 Controlled Substances Possession**

A covered employee is prohibited from possessing, while on duty, any controlled substance or related paraphernalia, with the exception of medication that is approved by a licensed physician.

### **6.4 Controlled Substances Use**

A covered employee is prohibited from using, while on duty, any controlled substance or related paraphernalia without medical authorization. This includes a covered employee's use of a controlled substance without a prescription and an employee's use of a prescribed medication not in accordance with the terms of the prescription.

### **6.5 Refusal to Submit for Testing**

A covered employee is prohibited from refusing to submit to drug or alcohol testing when directed by the town of Granville to do so. The following actions by a covered employee shall be considered a refusal to submit to drug or alcohol testing:

1. Failure to appear for a required test;
2. Failure to remain at the collection site for a required test;
3. Failure to provide a specimen for a required test;
4. Failure to permit direct observation when required by the town of Granville or the collector;
5. Failure to provide sufficient urine for a drug test or adequate breath for alcohol testing without valid medical evidence and explanation of the inability from a licensed physician;
6. Failure to take a second test when required;
7. Failure to undergo a medical exam when required; or
8. Failure to cooperate with any part of the testing process.

### **6.6 Tampering with the Testing Process**

A covered employee is prohibited from tampering with the testing process in any way.

### **6.7 Failure to Comply with Treatment Recommendations**

A covered employee who discloses a drug or alcohol problem as set forth in Section 4 is required to comply with the recommendations of the EAP or any drug or alcohol counseling and rehabilitation program in which he/she participates. Failure to do so is prohibited.

## Section 7 - Consequences

### 7.1 Termination

The town of Granville shall have the right to terminate any covered employee who engages in any of the prohibited conduct outlined in Section 6.

### 7.2 Ineligibility for Rehire

An employee who is terminated as a result of this Policy shall be denied subsequent appointment to a position within Town of Granville for a period of three years from the date of the termination.

### 7.3 Fitness for Duty Evaluation

Covered employees who are believed to be impaired in their ability to perform the duties of their job due to the legitimate use of medication shall not be subjected to discipline, but may be required to undergo a Fitness for Duty examination by an independent medical provider, and may be placed on leave or detailed to a non-safety-sensitive position during the period of impairment. The town of Granville shall have the discretion to determine whether the employee is placed on leave or detailed.

## Section 8 - Duty to Report

### 8.1 Duty

The town of Granville employees shall be required to report any suspected drug or alcohol abuse on the part of another employee to a supervisor, or directly to the MDAT Team.

### 8.2 Confidentiality

The identity of the employee making the report shall be held confidential to the full extent permitted by law.



# Testing Types and Methods

## Section 9 - Reasonable Suspicion Testing

### 9.1 Grounds for Testing

A supervisor shall make a “reasonable suspicion referral” if he/she has a reasonable belief that an employee is:

1. under the influence of illegal drugs or alcohol;
2. Impaired in his/her ability to perform his/her duties due to the use of any drug (including prescription medication) or alcohol;
3. in possession of any controlled substance or related paraphernalia while on duty or on Town of Granville property;
4. in possession of a container of alcohol while on duty, on Town of Granville property, or in a town vehicle.

### 9.2 Testing Location

The covered employee shall be required to complete reasonable suspicion testing in a staff restroom or other suitable private area at the employee’s worksite.

### 9.3 Testing Procedure

#### 9.3.1 Training for Supervisors

Supervisors of employees in safety-sensitive positions shall be trained in drug and alcohol abuse detection and documentation. The training shall:

1. Include at least two hours of instruction focused on the indicators of abuse of drugs and alcohol; and
2. Be provided by appropriately designated personnel within the Town of Granville, or by a qualified vendor approved by the Town of Granville.

#### 9.3.2 Scheduling a Reasonable Suspicion Test

Following an observation of suspicious behavior, the supervisor must receive a second opinion from another supervisor trained in drug and alcohol abuse detection and documentation prior to making a reasonable suspicion referral. The supervisor shall contact the MDAT Team immediately following the observations of suspicious behavior to schedule a reasonable suspicion test.

The MDAT Team will immediately send a certified collector to the worksite for onsite collection. The supervisor shall remove the covered employee from his/her safety-sensitive position and the employee shall be detailed to a confidential area to await testing.

#### 9.3.3 Recording and Submitting Observations

Supervisors shall document their observations in writing, and submit them to the MDAT Team using a process prescribed by the Town of Granville. Observations must be submitted with 24 hours of the

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#### 9.3.4 Notifying Employee of Testing

The supervisor shall notify the covered employee as soon as reasonably possible that the employee must submit to testing. The covered employee shall remain with the referring supervisor until the collector arrives to complete the test.

#### 9.3.5 Placing the Employee on Leave

After the covered employee has completed reasonable suspicion testing, he/she shall immediately be placed on administrative leave and shall be required to leave the worksite. If the employee drove to work, the supervisor shall offer alternate transportation. If the employee refuses alternate transportation and insists on driving, the supervisor shall notify the Massachusetts State Police

#### 9.4 Test Result

The covered employee shall be notified of the test result within seven business days. The reasonable suspicion test result must be negative in order for the covered employee to return to duty and remain employed by The Town of Granville. If the test result is non-negative, the employee shall be subject to termination.

## Section 10 - Post-Accident Testing

### 10.1 Grounds for Testing

A supervisor shall refer a covered employee for testing following an accident that resulted in personal injury or property damage, and that could reasonably be believed to have been caused, in whole or in part, by the employee's use of drugs or alcohol.

### 10.2 Testing Location

The covered employee shall be required to complete post-accident testing at the site of the accident, or at a site designated by the MDAT Team.

### 10.3 Testing Procedure

#### 10.3.1 Medical Attention

Necessary medical attention for injuries following an accident shall not be delayed for the purpose of post-accident testing.

#### 10.3.2 Timeframe for Testing

When a required post-accident test has not been administered within the timeframes listed below, the following actions shall be taken:

##### 1. Alcohol Testing

If the covered employee has not completed testing within two hours following the accident, the MDAT Team shall prepare and maintain a file stating the reason a test was not promptly administered.

If the covered employee has not completed testing within eight hours following the accident, attempts to administer the alcohol test shall cease, and a file as described above shall be prepared and maintained.

##### 2. Drug Testing

If the covered employee has not completed testing within 48 hours following the accident, attempts to administer the drug test shall cease, and a file as described above shall be prepared and maintained.

### 10.4 Test Result

The covered employee shall be notified of the test result within seven business days.

The post-accident result must be negative in order for the covered employee to remain employed by The Town of Granville. If the test result is non-negative, the employee shall be subject to termination.

## Section 11 - Return-to-Duty Testing

### 11.1 Grounds for Testing

Return-to-duty testing is required after a covered employee has completed drug or alcohol counseling and rehabilitation as determined by the EAP as set forth in Section 4, but before that employee is permitted to return to a safety-sensitive position.

### 11.2 Testing Location

The covered employee shall be required to complete return-to-duty testing at a site designated by the MDAT Team.

### 11.3 Testing Procedure

The covered employee shall be required to complete return-to-duty drug testing through the direct observation collection procedure. In a direct observation collection, a same-gender collector or observer accompanies the donor into the stall/toilet area and observes the act of urination.

### 11.4 Test Result

The covered employee shall be notified of the test result within seven business days. The return-to-duty test result must be negative in order for the covered employee to remain employed by the Town of Granville. If the test result is non-negative, the employee shall be subject to termination.

## Section 12 - Follow-Up Testing

### 12.1 Grounds for Testing

A schedule for drug and alcohol testing shall be developed by the EAP professionals or any drug or alcohol counseling and rehabilitation program to which the EAP refers the covered employee following successful completion of a counseling and rehabilitation program by a covered employee who disclosed a drug or alcohol problem and completed a counseling and rehabilitation program.

### 12.2 Testing Location

Covered employees shall be required to complete follow-up testing at a site designated by the MDAT Team.

### 12.3 Testing Procedure

1. Covered employees shall be required to complete follow-up drug testing through the direct observation collection procedure. In a direct observation collection, a same-gender collector or observer accompanies the donor into the stall/toilet area and observes the act of urination.
2. A minimum of six follow-up tests shall be administered during the first 12 months following the completion of a drug or alcohol counseling and rehabilitation program. If deemed necessary by the treatment professional, follow-up testing may extend for up to 60 months.
3. A follow-up test may be conducted any time a covered employee who is subject to follow-up testing is on duty.

### 12.4 Test Result

The covered employee shall continue to report to duty while awaiting follow-up test results. The covered employee shall be notified of the test result within seven business days. Each follow-up test result must be negative in order for the covered employee to remain employed by the Town of Granville. If any follow-up test result is non-negative, the employee shall be subject to termination.

## Section 13 - Testing Methods

### 13.1 Certified Laboratory

All MDAT program testing shall be performed by an external laboratory certified by the United States Department of Health and Human Services (HHS) to perform job-related drug or alcohol forensic testing.

### 13.2 Collection Procedures

1. Each covered employee shall submit to breath and urine specimen collection at his/her scheduled test date, time, and place.
2. Prior to specimen collection, the covered employee shall present a government-issued picture identification to the collector.
3. Employees are not entitled to representation during the collection or testing processes, and collection shall not be delayed to permit an employee to obtain representation.
4. Specimen collection shall be done at a site that affords visual and aural privacy to the employee being tested.
5. The covered employee shall provide a urine specimen in the privacy of a stall/toilet area, except where a direct observation is required for reasons listed elsewhere in this Policy.

### 13.3 Alcohol Testing

#### 13.3.1 Initial Test

Initial testing for the presence of alcohol shall be conducted using an evidentiary breath testing (EBT) device, commonly referred to as a "Breathalyzer." An EBT test shall be deemed positive if one milliliter of the employee's breath (consisting of substantially alveolar air) contains 0.38 micrograms or more of alcohol.

#### 13.3.2 Confirmation Test

If the initial test is positive, following a fifteen-minute waiting period, a second Breathalyzer test shall be conducted. The confirmation test result shall be the official test result.

### 13.4 Drug Testing

#### 13.4.1 Initial Test

Initial testing for drugs including Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine shall be conducted using the Enzyme-Multiplied-Immunoassay Test (EMIT). If the result of this initial screening test is negative, no additional testing for the presence of drugs or drug metabolites shall be done, unless adulteration is suspected.

#### 13.4.2 Confirmation Test

If the initial test is positive for the presence of drugs or drug metabolites, the positive result shall be confirmed using the Gas Chromatography/Mass Spectrometry (GC/MS) testing method. The Town of

### 13.4.3 Medical Review Officer Verification

If a confirmation test is positive for the presence of drugs or drug metabolites, a medical review officer (MRO), an external, licensed physician trained to interpret drug test results, shall consult with the donor to determine whether the confirmed test result could be a false positive or whether the employee has a legitimate medical reason for testing positive (e.g., the employee is using an otherwise prohibited drug in accordance with a prescription). In the event that a positive test result is determined to be a false result or the MRO determines a legitimate medical reason exists for the positive result, the MRO shall certify the test as negative.

### 13.4.4 Split Sample Test

If the test is verified as positive by the MRO, the donor may make a request within 72 hours of his/her positive result that the MRO send the split sample specimen to an HHS-certified laboratory of his/her choice for testing. Testing of the split sample shall be at the donor's expense.

If the test result of the split sample specimen is negative, the test shall be considered negative, regardless of the results of the initial test, and the Town of Granville shall rescind adverse actions taken against the donor, if any.

### 13.5 Specimen Integrity

The certified collector shall take every precaution to ensure that a urine specimen is not adulterated or diluted during the collection process.

All of the following steps shall be taken:

1. The covered employee to be tested shall remove unnecessary outer garments such as coats or jackets that might conceal items or substances that could be used to tamper or adulterate a sample.
2. Personal belongings such as purses or briefcases shall remain outside the testing area.
3. The covered employee shall be instructed to wash and dry his/her hands.
4. The covered employee shall not have access to any adulterating agents.
5. Where practicable, there shall be no other source of water in the enclosure where urination occurs.
6. The certified collector shall make note of any unusual behavior by the covered employee.

### 13.6 Direct Observation Collections

13.6.1 Direct observation collections are required under certain circumstances. In a direct observation collection, a same-gender collector or observer accompanies the donor into the stall/toilet area and observes the act of urination. The reasons for a direct observation collection are identified below:

1. The specimen temperature of the original specimen is outside the acceptable range;
2. The donor presents a specimen that appears to be adulterated, such as the specimen is of unusual smell or color, or is foaming, among other things;
3. The collector observes materials brought into the collection site to be used for the purpose of adulteration, or the donor's conduct clearly indicates an attempt to tamper with his/her specimen;



4. The Town of Granville is required to direct the donor to have an immediate, direct observation collection (with no advance notice) because: 1) the laboratory reported to the MRO that the specimen was invalid and the MRO reported to the employer that there was not an adequate medical reason for this; or 2) the MRO reported that an original positive, adulterated, or substituted test result had to be cancelled because the test of the split sample (as discussed elsewhere in this Policy) could not be performed or the drug and/or alcohol test is required for the purpose of return-to-duty or follow-up testing.

13.6.2 Should a donor be required to submit a urine sample under direct observation, he/she shall be required to submit the sample before leaving the testing site.

13.6.3 It is the responsibility of the MDAT Team to notify the collector when a direct observation collection is required.

### 13.7 “Shy Bladder” Protocol

If the donor being tested is unable to provide the minimum amount of urine necessary to permit drug testing, the collection site personnel shall follow the protocol detailed below:

1. Instruct the employee to drink no more than 40 ounces of fluid within a three-hour period, and to then attempt to provide a complete sample using a fresh collection container. 2. If the next sample is of a sufficient quantity, the collection shall be properly packaged and forwarded to the laboratory. However, if the next sample is of an inadequate quantity, the employee shall be given an opportunity to submit a doctor’s statement to the MRO that adequately explains the employee’s inability to provide adequate urine. The employee must submit the doctor’s statement to the MRO within three business days in order for it to be considered. 3. The statement, if accepted by the MRO, shall remain on file and shall be updated as determined by the MRO. In the event that the employee fails to provide a doctor’s statement, or should the doctor’s statement provided be rendered unacceptable by the MRO, the employee shall be considered to have failed to provide adequate urine or a valid medical explanation for the drug test. 4. Failure to provide adequate urine for drug testing without a valid medical explanation (as verified by the MRO) shall be considered a refusal to submit to a test.

### 13.8 Dilute Specimens

If the MRO informs The Town of Granville that a negative test was dilute, The Town of Granville shall take the following action, in accordance with this Policy and/or guidance provided by the MRO:

1. If the MRO requires that a recollection take place under direct observation, The Town of Granville shall do so immediately.
2. If retesting is required, the donor shall be given the minimum possible advance notice that he/she must submit another sample. The result of the retest, not the result of the first test, shall be considered the final result.
3. If the second test is also negative-dilute, that test shall be the test of record, and shall be treated the same as a MRO-verified positive result.
4. If the employee declines to take a retest required because of a dilute specimen, the action shall be considered a "refusal to test" and shall be treated the same as a MRO-verified positive result.
5. If the MRO informs The Town of Granville that a positive test was dilute, the test shall be treated as a MRO-verified positive result.

# Employee Assistance and Rights

## Section 14 - Employee Assistance Program (EAP)

### 14.1 Services Provided

The EAP shall offer confidential counseling, and shall make referrals, as appropriate, to drug and alcohol abuse counseling and rehabilitation programs, crisis intervention programs, and other follow-up services.

### 14.2 Availability of Service

Employees shall be able to access EAP services on their own via referral from a Town of Granville supervisor or the MDAT Team. For information on how to contact the EAP, please visit the Town Administrator.

### 14.3 Confidentiality of Service

EAP services shall be confidential, with the following exception: Employees who receive mandatory referrals to the EAP after disclosing a drug or alcohol problem to The Town of Granville must consent to the MDAT Team receiving periodic updates from the EAP regarding the employee's progress toward recovery and the employee's compliance with the directives of the EAP and any counseling and rehabilitation program.

## Additional Matters

### Section 15 - Recordkeeping and Confidentiality

#### 15.1 Recordkeeping

The Town of Granville shall keep a record showing the type of test, date of collection, name of the entity performing the collection, name of the laboratory performing the test, name of the MRO evaluating the test, and results of the test for each covered employee.

#### 15.2 Confidentiality

All matters relating to test results for covered employees shall be confidential. All records relating to drug and alcohol testing shall be kept by the MDAT Team separate from the employees' official personnel folders.

The results of a drug or alcohol test shall not be turned over to any law enforcement agency without the subject's written consent unless required by a subpoena from a law enforcement agency unless they are an employee of the Granville Police Department.

### Section 16 - Savings Clause

In the event that any provision of this Policy is determined to be contrary to law or otherwise invalidated by a court of law, all other provisions of this Policy shall continue in effect.

## Section 17 - Definitions

### Alcohol Use

The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) that contains alcohol as an intoxicating agent (e.g., beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol).

### Breathalyzer

An evidentiary breath testing (EBT) device that tests for the presence of alcohol.

### Confirmation Test

For alcohol testing, a second test following the initial positive Breathalyzer test with a result of 0.38 micrograms or more of alcohol per one milliliter of breath that provides quantitative data of alcohol concentration.

For drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial screening test and which uses a different technique and chemical principle from that of the screening test to ensure reliability and accuracy.

### Controlled Substances

Drugs whose general availability is restricted or outlawed because of their potential for abuse or addiction, as defined by the Massachusetts General law Chapter 94c. Controlled substances include any prescription drugs that are governed by the Controlled Substances Act.

### Dilute Specimen

A urine specimen with a creatinine level of less than 20 g/dl and a specific gravity of 1.003 or less. When a urine specimen is "dilute", it is possible that drugs in one's system may not be detected.

### Drug

A habit-forming medicinal or illicit substance, including a controlled substance and over-the-counter medication.

### Employee Assistance Program (EAP)

A health services counseling program established by the State of Massachusetts and the town of Granville that offers employees confidential counseling services and a referral to other resources for treatment. Granville employees may obtain EAP services on their own, or be referred to the EAP by their supervisors, or by a union representing the employee.

### Enzyme-Multiplied Immunoassay Technique (EMIT)

The methodology used for initial urine sample drug tests.

### Gas Chromatography/Mass Spectrometry (GC/MS) Testing Method

The methodology used for all confirmation urine sample drug tests.

## **Mandatory Drug and Alcohol Testing (MDAT) Team**

The MDAT team responsible for planning, directing, implementing, evaluating, and coordinating activities pertaining to this Policy.

## **Medical Review Officer (MRO)**

A licensed physician, who is: 1) responsible for receiving, reviewing, and evaluating laboratory test results; 2) knowledgeable about substance abuse disorders; and 3) appropriately trained to interpret and evaluate an individual's confirmed positive drug test result in the context of his/her medical history and any other relevant biomedical information.

## **Reasonable Suspicion**

A reasonable belief by a trained supervisor that an employee in a safety-sensitive position is: 1) under the influence of illegal drugs or alcohol; 2) impaired in his/her ability to perform his/her duties due to the use of any drug (including prescription medication) or alcohol; 3) in possession of any controlled substance or related paraphernalia while on duty or on town property; 4) in possession of alcohol while on duty or on town of Granville property; or 5) in possession of alcohol in a town vehicle.

## **Reasonable Suspicion Referral**

A referral of an employee in a safety-sensitive position to the MDAT Team for testing of alcohol and/or drugs due to reasonably suspicious behavior.

## **Safety-Sensitive Position**

Employment that is paid or volunteer in which the town employee has direct contact with children or youth; is entrusted with the direct contact with the public in the performance of his/her duties in the normal course of employment may affect the health, welfare, or safety of the general public or other town employees."

## **Split Sample Testing**

The process of separating the urine specimen in drug testing into two separate containers. The primary (first) specimen is used for the immunoassay test and gas chromatography/mass spectrometry test. The split (second) specimen is used if the employee being tested requests a confirmation test after being informed of an initial confirmed positive drug test. When tested, the split specimen is the test of record for the employee.

# Notification of Drug and Alcohol Testing

## Part I – Notification

The Town of Granville is committed to protecting the safety, health, and welfare of all town employees and people in its charge as well. Towards that end—the town of Granville has established an Employee Mandatory Drug and Alcohol Testing Policy (“Policy”), which is included with this Notification of Drug and Alcohol Testing (“Notification”).

Under this policy any persons occupying “safety-sensitive” positions shall be subject to drug and alcohol testing under certain circumstances. A “safety-sensitive” position is defined as “employment position is defined as “employment in which the town employee has direct contact with the public; is entrusted with the direct contact with the public in the performance of his/her duties in the normal course of employment that applies to paid or volunteer positions that may affect the health, welfare, or safety of the general public or other town employees.” This Notification serves to inform you that your position has been designated as “safety-sensitive.” Pursuant to this Policy, you will be required to participate in drug and/or alcohol testing upon reasonable suspicion or random drug testing. Drug or alcohol use while on duty, before being permitted to return-to-duty after seeking drug or alcohol treatment, on a periodic basis as a follow-up to drug or alcohol treatment, and after an accident while on duty. Testing may begin 30 days following your receipt of this Notification.

As discussed in this Policy, employees who have a drug or alcohol problem will have an opportunity to seek treatment if they notify the town of Granville of such a problem within 30 days of receipt of this Notification. While engaged in treatment, employees shall be removed from their “safety-sensitive” duties and will not be subjected to drug or alcohol testing by the Town of Granville, until after completing treatment. Employees who fail to disclose a drug or alcohol problem within 30 days of receipt of this Notification will be subject to testing and all related consequences.

All employees are expected to comply with the requirements of this Policy, including those who refuse to acknowledge receipt of the Policy. Employees who test positive for drugs or alcohol, without legitimate medical reason, or who refuse to submit to testing when so instructed, shall be subject to termination from the town of Granville.

## Part II - Acknowledgment

By signing below, I acknowledge that I have received this Notification and the Policy.

EMPLOYEE NAME (PRINT CLEARLY) LAST FOUR DIGITS OF SSN OR EMPLOYEE ID NUMBER  
EMPLOYEE SIGNATURE DATE

## Part III – If the Employee Refuses to Sign Acknowledgement

The employee identified below has received this Notification and the Policy, but the employee has elected not to acknowledge receipt of these documents. By signing below, I attest that the employee identified below received this Notification and the Policy.

EMPLOYEE NAME (PRINT CLEARLY) \_\_\_\_\_

WITNESS NAME (PRINT CLEARLY) WITNESS TITLE \_\_\_\_\_

WITNESS SIGNATURE DATE \_\_\_\_\_

Date \_\_\_\_\_