

Drug-Free Workplace Policy

Purpose

To establish Catholic Community Service's policy and procedures in compliance with federal, state and local laws and guidelines for a drug-free and alcohol-free workplace.

Policy

Catholic Community Service prohibits unlawful manufacture, sale, purchase, transfer, possession or use of any controlled substance at any Catholic Community Service property at any time.

For the purpose of this policy, Catholic Community Service property also applies to client property or any location where employees are performing work for Catholic Community Service, including their own home during paid time.

Drug testing will be conducted and samples collected pursuant to Alaska Statute 23.10.60 – 23.10.699, which is incorporated herein by reference.

Prospective employees, who are subject to drug testing, will be tested for the presence of amphetamines, methamphetamines, cocaine, opiates, codeine, morphine, 6-monoacetylmorphine, marijuana, and metabolite phencyclidine. .

USE OF PRESCRIPTION MEDICATIONS WHILE WORKING

Taking legally prescribed medications or over-the-counter medications are permitted to the extent that use of such medications does not adversely affect employee performance or safety.

Employees using prescription or over-the-counter medications that may impair their ability to perform their job safely must report such use to their supervisor or Human Resource Department prior to starting or resuming work.

ALCOHOL CONSUMPTION

While on duty during paid status, the consumption of alcohol or controlled substance on agency property is forbidden. Similarly, the consumption of alcohol at any time that results in the employee being impaired at work is prohibited.

ALCOHOL AND DRUG TESTING

CCS may require alcohol or drug testing:

- When a reasonable suspicion exists that an employee is under the influence of any controlled substance, drug, or alcohol while on the job, in the workplace, or at a client site, or,
- When an accident, near miss, or incident occurs in which safety precautions are violated or careless acts are performed and a reasonable suspicion exists that an employee is “under the influence.”
- For prospective employees, as required by contract or governmental regulations.
- For prospective and current employees whose job duties include transporting clients in agency or personal vehicles;
- Random as required by contract.

Supervisors and managers are required to immediately remove from duty any employee who appears to be under the influence of alcohol or illegal drugs, or impaired by prescription or over-the-counter medications. Catholic Community Service also adheres to the Department of Transportation requirements for drug and alcohol testing for employees who perform safety-sensitive work. This includes pre-employment, reasonable suspicion, random, and post-accident drug testing.

Refusal to submit to testing when a reasonable suspicion has been established or in accordance with DOT guidelines may result in disciplinary action, up to and including termination of employment.

All drug and alcohol test results, including all relevant communications regarding such test results, will be maintained in files that include confidential medical records apart from other personnel records.

Nothing in this policy is intended to require drug testing before an employee may be disciplined, up to and including termination, for suspected drug or alcohol use that is supported by other evidence.

POSITIVE TEST RESULTS FOR DRUG OR ALCOHOL

If an employee tests positive for drug or alcohol, the following will occur:

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If this is the first occurrence, the employee may request a chance to seek counsel through a Substance Abuse Professional (SAP), and follow the recommendations of the SAP. In doing so, the employee will be placed on Family Medical Leave (FMLA), if eligible, for the balance of the treatment program or the expiration of the leave allotment through FMLA. The employee must successfully complete the treatment program in order to return to work. The employee will keep the supervisor informed of treatment progress as directed.

If this is the second occurrence, or the employee does not choose to seek and/or follow the recommendations of the SAP, the employee will be terminated.

Our policy on treatment and rehabilitation is not intended to affect our position regarding employees who violate the guidelines regarding the use of alcohol and/or drugs at work as described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. If an employee asks a supervisor for assistance with chemical dependency treatment or alcohol related illness, the supervisor will immediately contact the Human Resource Department.

COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

Catholic Community Service complies with the Omnibus Drug Initiative Act of 1988, Public Law No. 100-690 ("Drug-Free Workplace Act of 1988"). Any employee convicted of violating a criminal drug statute must notify the Human Resource Department of the conviction within five days. Failure to report the conviction may result in disciplinary action, up to and including termination of employment. If you become aware that an employee has been convicted of a drug violation, immediately report it to the Human Resource Department. All employees will be required to sign a statement of receipt and agreement to abide by the policy concerning Drug-free Workplace.

Scope

Catholic Community Service employees.

Substitute, part-time and full-time drivers, dispatchers and para-transit managers must also read, understand and abide by the DOT Drug and Alcohol Testing Policy adopted December 1, 2006.