

## Chapter 52

### Issue 2

Date 04/15/92

## SUBJECT: SUBSTANCE ABUSE IN THE WORKPLACE

### I. PURPOSE

The City of Lompoc has a sincere concern for the safety, health, and well being of its employees. The City also has a moral and financial responsibility to the citizens and the community to provide quality services in a timely, safe, and cost-effective manner. Substance abuse by its employees at any level is a significant problem, both for the safety of the employees and the efficient operation and liability of the City. It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. This policy sets forth the City's position regarding substance abuse. It provides guidance to employees, supervisors, and managers in addressing substance abuse issues.

### II. SCOPE

This procedure is applicable to all full-time, part-time and temporary City employees. Where any section, subsection, sentence, clause, or phrase of this procedure is found inconsistent with either properly negotiated ratified memorandum of understanding enacted between the City and a recognized employee organization, or with any State or federal law, the terms of such agreements or laws shall prevail. Exceptions to this procedure shall only be allowed when approved by the City Administrator.

### III. AMENDMENTS

This procedure may be amended by the City Administrator when approved by the City Council.

### IV. DEFINITIONS

**Controlled Substance:** A controlled substance in schedules I-V of Section 202 of Controlled Substance Act (21 U.S.C.812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. (A "Schedule of Controlled Substances" is available in the Human Resources Department).

**Fitness for Duty:** An individual's ability to perform his/her assigned job free from impairment due to the use of prohibited substances.

**Reasonable Suspicion:** Belief based on objective facts (circumstances, performance, physical evidence, physical signs or symptoms or a pattern of performance and/or behavior) sufficient to lead a reasonably prudent person to suspect that an employee has violated the Substance Abuse Policy and/or is under the influence of a controlled substance or alcohol.

**Substance Abuse:** Possession and/or use of illegal drugs, alcohol or controlled substances which could impair an employee's ability to perform his or her job safely, effectively and efficiently.

**Under the Influence:** Being affected by a prohibited substance so as to noticeably impair physical coordination, balance and control and/or to noticeably impair mental functions of judgement, decision-making, memory concentration and cognitive problem-solving. Performance is adversely

affected by a drug or alcohol or a combination of drug or alcohol. Symptoms may include, but not be limited to, obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, or other impairments, some of which are noted in the definition titled "Reasonable Suspicion".

## V. POLICY

It is the policy of the City of Lompoc that employees shall not report to work under the influence of alcohol or controlled substances. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and on City property. Violations of this policy may result in disciplinary action up to and including termination, even for a first offense. Whenever possible, rehabilitation will be offered to encourage employees to remain active and productive members of the City's workforce.

Employees reasonably believed to be under the influence of alcohol or controlled substances shall be prevented from engaging in further work and shall be instructed to wait for a reasonable time until an authorized City representative can transport the employee from the work site home, or for a substance abuse test, if applicable.

The City reserves the right to search, without employee consent, all areas and property in which the City maintains full or joint control with the employee if it has a reasonable suspicion to believe that an employee is violating this policy. Areas in which the City maintains full control include but are not limited to all City-owned properties and buildings, and City-owned equipment. Areas jointly controlled by the City and the employee include but are not limited to desks, lockers, file cabinets, office cabinets and bookshelves. If the area is occupied by a Peace Officer, all searches shall be conducted in accordance with Government Code Section 3309 (Peace Officer Bill of Rights). The City may notify the appropriate law enforcement agency if it is believed that an employee may have controlled substances in his or her possession. If the City has reasonable suspicion to believe an employee has violated its substance abuse policy, said employee may be requested to submit to a urine drug test.

Employees are required to notify the City of Lompoc within five days of any conviction for a drug offense in the workplace. When such an employee is in a position funded under a federal grant program (such as a Community Development Block Grant), the City must notify the funding agency within 10 calendar days of receiving such notice from an employee. Within 30 calendar days of receiving notice with respect to an employee who is so convicted, the City will take appropriate action against such an employee, up to and including termination, consistent with the Rehabilitation Act of 1973 as amended; or requiring the employee to participate in an approved drug use or rehabilitation program.

The City is committed to providing reasonable accommodation to those employees whose drug or alcohol usage classifies them as handicapped under federal law. An employee may not be considered handicapped if that employee's current use of alcohol or drugs prevents the individual from performing the duties of the job in question, or whose employment would cause a direct threat to property or safety.

The City will provide for a "Drug-Free" awareness program to inform its employees of: the dangers of drug abuse in the workplace; the City's policy of maintaining a drug-free workplace; the availability of drug counseling, rehabilitation and referrals through the City's Employee Assistance Program and health care plan; and the penalties that may be imposed for violations of the City's substance abuse policy.

The City procedure on "Substance Abuse in the Workplace" (Chapter 52 of the Human Resources Policies and Procedures Manual) may be reviewed upon request in the Human Resources Department or in each division office.

## VI. GUIDELINES

### A. Confidentiality

Medical information, including laboratory reports, are protected by law and will be kept in an employee's confidential medical file. Disclosure of medical information, including test results to any other person, agency or organization is prohibited unless written authorization is obtained from the employee. The reports or test results may be disclosed to City management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur in accordance with the exceptions contained in Civil Code 56.20. Employees having access to such records, or those having knowledge of another co-worker's physical condition, will respect that privacy. Failure to do so may result in disciplinary action.

### B. Prescription Drugs

While use of medically prescribed medications and drugs is not per se a violation of this policy, when there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from a qualified physician will be required. While it is not the City's intention to know of every prescription drug an employee uses, it is the City's policy that it is the employee's responsibility to notify his/her supervisor before beginning work when taking medications which may interfere with the safe and effective performance of duties or operation of City equipment.

### C. Employee Responsibilities

An employee will:

1. Report to work or be subject to duty free of impairment from alcohol or controlled substances;
2. Avoid the possession or use of alcohol, controlled substances, or misuse of legal prescription drugs during working hours or while subject to duty, on breaks, or at any time while on official duty;
3. Not directly or through a third party sell or provide controlled substances to any person or to any other employee while either employee or both employees are on duty or subject to being called in;
4. Notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safety and effective performance of duties or operation of City equipment;
5. Submit immediately to an alcohol and drug test when requested by a responsible City representative. Such a request will occur only if the representative, supervisor or manager has a reasonable suspicion to believe an employee is under the influence of alcohol or controlled substances and has obtained approval for the request from his or her department head.
6. Provide within 24 hours of request a current valid prescription for any drug or medication

identified when a drug test is positive. The prescription must be in the employee's name.

7. The employee will notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

8. Employees who have a substance abuse problem are expected to obtain services through the City's Employee Assistance Program and health plan or a treatment program of their choice.

a) All services provided by the Employee Assistance Program are confidential to any employee or family member who chooses to take advantage of this benefit.

b) Information on an employee's use of EAP will be reported to the City only upon the written approval by the employee.

c) Medical insurance coverage for drug and alcohol treatment may be included under the medical plan provided by the City.

d) The employee's compliance with recommendations of the EAP is voluntary. The employee's job security and/or promotional opportunities will not be jeopardized by utilization of the EAP or any other treatment service. Use of the program does not replace normal disciplinary procedures for unsatisfactory job performance.

e) Sick leave time may be used for self referral appointments during regular work hours. When an employee is referred to the EAP on an official basis by his/her department, the session is held on City time.

f) If an employee requires leave time for substance abuse treatment, he/she can follow established human resource policy concerning sick leave usage. If the employee requests that the purpose of the sick leave not be disclosed to his/her immediate supervisor, the doctor's medical slip can be processed directly through the EAP. The EAP counselor can contact the department head or his or her designee for authorization of leave time. The department head or designee shall maintain confidentiality regarding the reason for the leave when advising the supervisor of the employee's time away.

9. An employee who suspects that his/her supervisor is abusing substances such as drugs and/or alcohol should:

a) File a written or verbal complaint with their department head or with the Human Resources Director regarding any manager/supervisor whose performance is being affected by substance abuse (employees may elect to remain anonymous).

b) Written or verbal complaints shall contain detailed evidence regarding the allegation of substance abuse.

1) If such evidence indicates severe misconduct (e.g., gross mismanagement or a significant waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety), the complaint may constitute a "disclosure of information" within the meaning of Government Code Sections 53296 et. seq.

2) If the complaint filed is intended to also constitute a complaint under Government Code Section 53297, it shall be under penalty of perjury and filed in writing within 60 days of the date

of the act or event complained of.

3) The department head or the Human Resources Director will assist the employee in determining if his/her complaint falls into the above category.

c) All verbal or written complaints will be immediately forwarded to the appropriate supervising authority who will investigate and take appropriate action, which may include substance abuse testing and/or disciplinary action.

d) No manager or supervisor shall take reprisal action through any act of intimidation, restraint, coercion or discrimination against any employee who files a complaint.

e) Complaints which are determined to be malicious or vexatious will not be tolerated and will subject the complaining individual to disciplinary action.

10. An employee who suspects that a co-worker is abusing substances such as drug or alcohol should:

a) File a written or verbal complaint with their supervisor regarding the co-worker whose performance is being affected by substance abuse (employee may elect to remain anonymous);  
b) Written or verbal complaints should contain detailed evidence regarding the allegation of substance abuse;

c) The supervisor will investigate and take appropriate action, which may include substance abuse testing and/or disciplinary action;

d) No employee shall take retaliatory action against any other employee who files a complaint;

e) Complaints which are determined to be malicious or vexatious will not be tolerated and will subject the complaining individual to disciplinary action.

#### D. Management Responsibilities

1. Managers and supervisors are responsible for consistent enforcement of this policy.

2. It shall be the responsibility of supervisors at any level to encourage employees to use the Employee Assistance Program when deteriorating or unsatisfactory job performance does not respond to usual supervisory actions, or when a specific on-the-job incident is cause for concern. A supervisor should not attempt to diagnose an employee's problem. The supervisor's role is to monitor job performance. Indications of potential substance abuse problems may include:

a) Increased absenteeism;

b) Substandard work performance, including increased errors and low productivity;

c) Increase in disciplinary incidents;

d) Deteriorating work relationships with other employees and supervisors;

e) General unhappiness;

- f) Increased inattentiveness and absentmindedness;
- g) Increased hostility toward the public and staff;
- h) Frequent need for work breaks.

It is recognized that the above behavior patterns can have multiple causes other than substance abuse. Supervisors should utilize the expertise of the City's EAP when questions arise.

3. Managers or supervisors may, with the approval of the department head, request that an employee submit to a drug and/or alcohol test when reasonable suspicion exists that the employee is under the influence of drugs or alcohol. Any combination of the following may constitute reasonable suspicion of substance abuse or other health-related problems that require attention:

- a) Slurred speech;
- b) Alcohol on breath;
- c) Inability to perform work properly;
- d) An accident involving City property;
- e) A physical altercation;
- f) Verbal altercation;
- g) Behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority;
- h) Possession of alcohol or drugs;
- i) Information obtained from a reliable person with personal knowledge;
- j) Eyes that stare blankly or appear glassy;
- k) Wide and severe mood swings;

It is recognized that some medical problems may cause similar symptoms as those identified above. It should also be emphasized that the factors listed above are not the sole indicators for determining reasonable suspicion. EACH SITUATION MUST BE INDIVIDUALLY EXAMINED AND BASED UPON EVIDENCE THAT SUBSTANTIATES SPECIFIC BEHAVIORAL, PERFORMANCE OR CONTEMPORANEOUS PHYSICAL INDICATORS OF PROBABLE DRUG OR ALCOHOL USE. IT IS CRITICAL THAT PROPER DOCUMENTATION AND EVIDENCE BE PROVIDED.

4. Any manager or supervisor requesting an employee to submit to a drug and/or alcohol test shall, within 24 hours, document in writing the facts constituting reasonable suspicion that the employee in question was intoxicated or under the influence of drugs. The manager/supervisor will:

- a) Document the employee's conduct and condition (not refusal) as he/she would for any other disciplinary action.

- b) Obtain signed statements of observations of the misconduct or unusual behavior by one or more witnesses.
5. Managers and supervisors must deal with suspected offenders as discreetly, inconspicuously and confidentially as possible.
6. An employee suspected of substance abuse will not be allowed to continue working. The manager or supervisor should require the employee to remain on the premises for a reasonable period of time until he/she can arrange for transportation of the employee for testing and/or home.
7. Any manager or supervisor encountering an employee who refuses to submit to a drug and/or alcohol test upon request shall remind the employee of the requirements and consequences of refusal. Any employee refusing to submit to a substance abuse test shall not be forced to submit to such testing, but may be subject to disciplinary action for refusal to do so.
8. Managers and supervisors shall not physically search employees. They may notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the City. Law enforcement officials may physically search the employee only when incidental to an authorized arrest or with consent.
9. Managers and supervisors, if reasonable suspicion exists that an employee is violating the City's policy relating to possession of controlled substances or alcohol, may search areas jointly or fully controlled by the City. In the event such area is occupied by a Peace Officer, defined under Penal Code Sections 830.1, 830.2, 830.3, 830.31, 830.4 and 830.5, all searches shall be consistent with Government Code Section 3309 (Police Officer Bill of Rights).
10. Managers and supervisors shall not confiscate without consent, prescription drugs or medications from an employee who has a valid prescription for same.
11. Any time spent remaining on the premises at the request of the supervisor or manager or time spent for drug/alcohol testing will be considered City time and paid for by the City.
12. Once a substance abuse problem has been identified, the supervisor will immediately refer the employee to the City's Employee Assistance Program. An employee's compliance or noncompliance with a referral to the EAP will not constitute cause for disciplinary action, nor will such participation suspend disciplinary action when warranted.
13. Demands for drug or alcohol testing by supervisors or managers, which are determined to be malicious or vindictive, will not be tolerated and will subject the directing individual to disciplinary actions.

#### E. Education

1. The City of Lompoc, concerned for the health and welfare of its employees and their families, has developed a drug awareness program utilizing in-house, community and the City's EAP program as resources.
2. The drug awareness program includes, but is not limited to, ongoing in-house educational programs, and specific programs through the EAP when applicable.

3. A management training program to assist supervisory human resources in identifying drug and alcohol abuse among employees and to aid in recognition of the conduct and behavior that gives rise to a reasonable suspicion of drug or alcohol use.

## VII. DRUG TESTING PROCEDURE

A. The drug and/or alcohol test may be analyzed to determine the presence of alcohol or controlled substances, including but not limited to opiates, benzodiazepines, phencyclidine (P.C.P.), Methadone, barbituates, cocaine, amphetamines and cannabinoids (marijuana).

B. The drug analysis procedure shall be explained to the individual and any questions answered by the City's representative. The City shall have provided prior written notice of its drug and alcohol testing policy to all employees.

C. Before substance abuse testing is administered, employees will be asked to sign a consent form authorizing the test and permitting release of test results to those City officials with a need to know. The consent form shall provide space for employees to acknowledge that they have been notified of the City's drug testing policy and to indicate current or recent use of prescription or over-the-counter medication.

D. An employee who refuses to consent to a substance abuse test when reasonable suspicion of drug or alcohol use has been identified will be subject to disciplinary action, up to and including termination. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action.

E. Chemical testing shall be conducted in a manner to assure a high degree of accuracy, reliability and confidentiality. The City affirms the necessity to uphold a high regard for privacy and dignity in the sampling process. Chemical testing shall be performed at a local medical facility selected by the City. The City will maintain documentation of the facility's testing collection procedure.

1. The chain of custody for each specimen to be chemically tested will be established, documented and maintained from the time of specimen collection through testing of the sample. Employees shall observe the chain of custody procedure conducted in the local collection laboratory.

2. Employees shall be provided an opportunity to make a written statement concerning medications taken or administered in the past 30 days that he or she feels the lab should be aware of.

3. The urine specimen and chain of custody form are then ready for shipment after appropriate documents have been completed. If the specimen is not immediately prepared for mailing, it should be appropriately safeguarded during temporary storage.

4. Failure of the employee to cooperate with the urine collection process should be thoroughly documented.

F. A substance abuse test that is positive will automatically be confirmed with a second test of the same sample using gas chromatography/mass spectrometry (GC/MS). If the test results in one positive and one negative result, the overall test is considered negative. If the second test confirms the positive test result, the employee will be notified of the results in writing. The letter of notification will identify the particular substance found and its concentration level. An employee whose test has been confirmed positive may request a sample of the positive specimen



in a quantity suitable for laboratory testing to be sent, at the employee's cost, to a laboratory of his choice, for further testing. This request must be submitted in writing to the Human Resources Department within 90 days of when the specimen was first collected for testing.

G. If a substance abuse test is positive and has been confirmed, the following action will be taken:

1. The employee may be subject to disciplinary action, up to and including termination. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance and the existence of past disciplinary actions.

2. The City shall refer the employee to an employee assistance program for assessment and referral to an appropriate treatment program. Participation in an EAP is voluntary and no disciplinary action may be taken against an employee for failure to begin or complete an EAP program. Disciplinary action based on a violation of the City's substance abuse policy is not automatically suspended by an employee's participation in an EAP and may be imposed when warranted.

H. If a positive test result has been confirmed, a "tenured" employee is entitled to due process procedures before serious disciplinary action may be taken by the City. Please refer to the Human Resources Procedures Manual, Chapter 26, VII.

## VIII. INTERPRETATION

Any questions relative to the event and/or application of this policy should be directed to the Human Resources Department.

## IX. DEPARTMENTAL RESPONSIBILITY

It will be the responsibility of each department director to inform all concerned departmental staff of these human resource procedures and to issue any further instructions to insure their implementation.

AUTHORIZED: 04-20-92  
City Administrator Effective Date

## ATTACHMENT I

### INSTRUCTIONS FOR COMPLETING SUBSTANCE ABUSE REPORTING FORM

1. You must be able to document, on this form, the facts which lead you to have a reasonable suspicion that the person in question is under the influence of a substance. This report should be completed within 24 hours of asking the employee to submit to an alcohol/drug analysis. The person in question must be exhibiting more than one substance abuse behavior (see below). Note times and dates. Be specific in identifying behaviors.

2. Write down the names of any other employees who observed the substance abuse behaviors.
3. Prescription drugs are not a violation of the Policy, however, the person in question must be able to produce a prescription bottle or container which shows name, dosage and prescribing doctor. In the event you believe that the person in question is abusing their own prescription, do not con-fiscate the medication. Write down the pertinent information in the space provided.
4. Submit this form to the Human Resources Director.

**REMEMBER:**

Do not physically search the person in question.

Do not confiscate any medications.

Deal with suspected offenders as discretely, inconspicuously and as con-fidentially as possible.

**Glossary of Terms**

**Substance Abuse:** Includes the use or possession of illegal drugs, alcohol or controlled substances which could impair an employee's ability to perform his or her job safely, effectively and efficiently.

**Reasonable Suspicion:** A belief based on objective and specific facts sufficient to lead a reasonably prudent person to suspect that an individual is under the influence of controlled substances or alcohol.

**Substance Abuse Behaviors:**

Slurred or thick speech

Alcohol on breath

Inability to perform work properly

Problems walking or other physical activity impairment

Very unusual, anti-social behavior

Possession of alcohol or drugs

Blank, glossy-eyed stare

Wide and severe mood swings

An accident involving City property

Physical or verbal altercation

It should also be emphasized that the factors listed above are not the sole indicators for determining reasonable suspicion. EACH SITUATION MUST BE INDIVIDUALLY EXAMINED AND BASED UPON EVIDENCE THAT SUBSTANTIATES SPECIFIC BEHAVIORAL, PERFORMANCE OR CONTEMPORANEOUS PHYSICAL INDICATORS OF PROBABLE DRUG OR ALCOHOL USE. IT IS CRITICAL THAT PROPER DOCUMENTATION AND EVIDENCE BE PROVIDED.

ATTACHMENT II

City of Lompoc

SUBSTANCE ABUSE REPORT

DATE OF REPORT

Name, Position of person completing report

Name, Position of suspected offender

Date of Incident(s)

Time of Incident(s)

OBSERVATIONS:

WITNESSES:

Prescription Information: Date of Rx , Name of Rx

Patient Name , Dosage Prescribed

Dr. Name , Dosage Remaining

ATTACHMENT III

City of Lompoc

Reasonable Suspicion Substance Abuse Screening Request

In the interest of the health and safety of all employees and to safeguard the legitimate interests of the City of Lompoc, a medical evaluation of your fitness to perform the duties of your position is requested. This evaluation is being requested based upon a reasonable suspicion that you are

under the influence of controlled substances or alcohol in violation of City policy. This evaluation includes a screening to detect the use of controlled substances, use of alcohol on the job and/or abuse of alcohol. Accordingly, you are requested to submit samples of urine.

The results of this screening will be used to determine if you have reported to work under the influence of alcohol or controlled substances or have used alcohol or drugs while on duty or while subject to agency duty. Violation of the City of Lompoc Substance Abuse Policy may be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to an alcohol and/or drug analysis when requested may be grounds for disciplinary action, up to and including termination.

In order for the medical testing agency to make the proper analysis of your specimen, you must fill out the attached questionnaire.

#### Consent for Drug/Alcohol Screening

I hereby consent and agree to give a sample of urine for drug/alcohol screening in compliance with the request of my supervisor. Results of the screening shall be provided to a laboratory certified to conduct drug testing by the State of California. Further, I understand that the City of Lompoc Human Resources Department will be informed of the results should the test results be negative. Positive results shall be reported after a confirmatory test has been conducted utilizing a Gas Chromatography/Mass Spectrometry. I understand that I may request a sample of my specimen, in a quantity suitable for laboratory testing by conventional drug screening methods, to be sent to a lab of my choice if I submit a written request to the City of Lompoc within 90 days of specimen submission. This requested confirmation lab test will be done at my own expense. I understand that a positive result may be grounds for disciplinary action, up to and including discharge. The signature below acknowledges that I have read and understand the foregoing statement and have answered the questionnaire regarding current use of legally prescribed or over-the-counter medication truthfully. My signature also acknowledges receipt of a copy of this consent.

Employee's Printed Name:

Signature:

#### Refusal Statement To Consent

The signature below acknowledges that I have read and understand the foregoing statement and have refused to submit to a substance abuse screening.

Employee's Printed Name:

Signature:

ATTACHMENT IV

City of Lompoc  
Drug/Alcohol Screen Questionnaire

#### WARNING

The laboratory test you are about to take may result in positive findings if you are taking

prescription drugs under the care of a licensed physician or certain over-the-counter drugs. If you are taking drugs or medication, please complete the following questions so that the test results will not be improperly evaluated.

I am presently under the care of Dr. , M.D., who has prescribed the following medication for me:

Name of medication:

For the purpose of:

Recommended dosage per day:

I am presently taking the following over-the-counter drugs:

Name of medication:

For the purpose of:

Recommended dosage per day:

I hereby certify that, except as I have listed above, I am presently not taking any other prescription or over-the-counter drugs. I authorize the Damon Reference Labs to perform laboratory tests to determine the presence of drugs and/or alcohol.

I understand and agree that misstatement or omissions of the facts herein may be cause for disciplinary action, up to and including discharge.

Signature of Employee Date

Witness Date

ATTACHMENT V

Substance Abuse Policy - Fact Sheet

Why Have A Policy?

Alcohol and/or drugs, when abused, can affect job performance. It is the belief of the City of Lompoc that both employees and management should take joint responsibility in assuring a

substance-free workplace. This policy provides guidelines for all employees and managers to follow in handling substance abuse problems. This policy ensures that everyone is treated fairly and with confidentiality, and it enables people to get help for substance abuse problems.

#### When Could I Be Tested?

You may be asked to submit to a drug and/or alcohol analysis if you exhibit more than one of the following:

- Slurred or thick speech
- Alcohol on breath
- Inability to perform work properly
- Verbal or physical altercations
- Problems walking
- Very unusual, anti-social behavior activity impairment
- Possession of alcohol or drugs
- Blank, glossy-eyed stare
- Wide and severe mood swings
- Involved in an accident with City property

#### What Substances Will I Be Tested For?

- Alcohol Methaqualone
- Amphetamines Opiates
- Barbiturates PCP
- Benzodiazepines Marijuana
- Cocaine Methadone

#### What Happens If The Test Is Positive For One Or More Substances?

A confirmatory test which is more sensitive will be done to verify the presence of alcohol or drugs in your body.

#### What Will Happen If I Need Substance Abuse Treatment?

Arrangements for such services will be made through the City's Employee Assistance Program and health plan, or the employee may choose a treatment program of their choice.

#### Can I Still Take My Prescription Medicine?

Using prescription drugs according to a physician's directions is fine; however, if you are taking drugs which could interfere with your ability to do your job safely, you must notify your supervisor before beginning work. If there is a question as to the ability to safely and effectively perform work while using medication, clearance from a qualified physician will be required.

ATTACHMENT V, Cont'd.

Substance Abuse Fact Sheet

Page 2

#### Suppose I Suspect That My Supervisor Is Under The Influence Of Some Substance?

Any employee can report his or her supervisor or manager for substance abuse without fear of

reprisal. The policy guidelines explain how to document and report incidents.

Suppose My Supervisor Orders Me To Submit To A Drug Screen Just Because He Or She Doesn't Like Me?

Reports that are malicious won't be tolerated and the reporting person will be subject to disciplinary action.

If I Have A Positive Drug Screen, Will It Go On My Record?

Discretion and confidentiality are cornerstones of this policy. Laboratory results will be kept in locked confidential medical files in the Human Resources Department.

What Other Protections Does The Policy Contain?

- \* You may not be physically searched.
- \* Your prescription medicine may not be confiscated.
- \* Reporting individuals should be familiar with your normal behavior.
- \* State law protects you in the event you want to report your supervisor for substance abuse.
- \* Random testing is not allowed.
- \* There must be a combination of substance abuse behaviors demonstrated before any question can be raised about substance abuse, and "off day" won't get you in trouble.
- \* Managers and supervisors are covered under this policy just like all others are.
- \* You can refuse to take a drug screen but may be subject to disciplinary action.