

Adopted 11/86

Revised 12/94
09/02

**Subject: PERSONNEL POLICY #10
DRUGS AND ALCOHOL**

Declaration/Purpose

Choices In Community Living maintains high regard for the safety and well being of its employees and the clients we serve. The purpose of this policy is to assure a work environment that is free from the harmful effects of alcohol and other controlled substances.

Choices in Community Living expects employees to report to work in a state of mind and physical condition that allows them to perform their assigned duties in a competent and safe manner. The agency recognizes that dependency on alcohol and/or other controlled substances can interfere with employees' health and job performance as it impairs an employee's ability to function, contributes to increased tardiness and absenteeism and is often the cause of accidents. The agency also recognizes that long-term consequences may result from chemical dependency or substance abuse including physical deterioration and death. Therefore, Choices In Community Living recognizes this policy, applicable to all employees, to support and promote the best interests of the agency, its employees and the clients it serves.

Substances Covered

Substances covered under this policy include alcohol and any drugs or controlled substances that are not prescribed by a licensed physician and prescription drugs used in a manner inconsistent with physician directions. This policy shall not apply to over-the-counter medicine when used according to directions. In the event that an employee is taking medication not covered by this policy but it nonetheless impairs the employee's ability to perform his or her duties in a competent and safe manner, we expect the employee to notify his or her supervisor immediately. The agency will attempt to assist the employee in considering available alternatives.

Prohibited Conduct

Choices In Community Living considers the use or participation in the possession, purchase, sale, dissemination, distribution, delivery or receipt of substances covered by this policy a violation. Any employee in any way participating in the use, possession, purchase, sale, dissemination, distribution, delivery or receipt of substances covered by this policy during working time or on agency premises, will be subject to immediate termination. Choices In Community Living also considers the use of illegal controlled substances, whether on or off duty, as a

violation of agency policy. Employees engaging in such use are deemed unfit for duty and may be subject to immediate termination. If necessary, an employee may be suspended, pending an investigation, which may include a drug test. If an employee subject to investigation refuses to cooperate, Choices In Community Living will consider this response as the employee's voluntary resignation.

Testing

Choices In Community Living will use its discretion in selecting the type of tests to be administered, including but not limited to urine tests, blood tests, breath tests, saliva tests and hair tests. As used herein, the term "drug test" may include a test for alcohol where deemed appropriate.

Cause for Testing

The agency reserves the right to require any employee to submit to drug tests at any time, with or without notice and/or with or without reasonable suspicion. Choices In Community Living may conduct testing on a mass, random, periodic or voluntary basis. Additionally, the agency retains the right to require any employee to submit to drug tests in response to any accident, injury, unsafe practice, behavior, work performance or as a condition of promotion.

In the event of a suspected violation of this policy, the company reserves the right to inspect its work site premises for substances covered by this policy. All employees are placed on notice that any personal belongings that they bring onto company property are subject to inspection; Employees who bring such items onto company property waive objections to such inspection.

Testing Procedures/Disciplinary Action

If Choices In Community Living requests a drug test of any employee, he or she must comply to take an immediate test and must sign an appropriate consent form immediately prior to testing. If the employee refuses to take the drug test or sign the consent form, Choices In Community Living will consider this response as the employee's voluntary resignation.

In the event that a supervisor suspects that an employee may be under the influence of substances covered in this policy as a result of an accident, injury, unsafe practice, behavior or work performance, the supervisor may first approach the employee and request an explanation for his or her conduct. If the supervisor does not find the employee's explanation reasonable or satisfactory, the supervisor may immediately suspend the employee and request that he or she submit to an immediate drug test. A member of management from within the agency will provide transportation and escort the employee to the appropriate facility. If the drug test results are

negative, the agency will compensate employees for the regularly scheduled hours missed as a result of suspension.

If the drug test indicates use of a substance covered by this policy, Choices In Community Living will either terminate the employee or suspend his or her employment indefinitely without pay. If the agency suspends the employee, the suspension will remain in effect until the employee meets the following requirements as determined and to the satisfaction of a qualified treatment center, selected by the agency:

1. Passes a subsequent drug test;
2. Provides a satisfactory explanation for the results of the previous drug test;
3. Demonstrates that he or she has discontinued the drug or alcohol use;
4. Completes a rehabilitation program;
5. Fulfills such other requirements as deemed necessary

If the requirements imposed are not met within a prescribed period of time recommended by the treatment center and considered reasonable by the agency, Choices In Community Living will discharge the employee. If the requirements imposed are met within a prescribed period of time recommended by the treatment center and considered reasonable by the agency, the employee is eligible for recall at the agency's discretion.

Choices In Community Living will require documentation from the treatment center certifying that the employee successfully completed the recommended requirements. The employee will be subject to and must consent to random drug testing at the agency's discretion as a condition of recall for a specified time period as designated by the agency. If the employee is again unable to pass a drug test or otherwise commits a second violation of this policy, Choices In Community Living will discharge the employee.

Supervisor Training and Employee Education

Choices In Community Living intends to periodically provide supervisory training and employee education concerning substance abuse, its harmful effects and the administration and enforcement of this policy. The agency encourages employees to take advantage of these opportunities. Training and education may be mandatory.

Voluntary Treatment Program

Choices In Community Living encourages any employee who believes that he or she may have a drug or alcohol problem to undergo rehabilitation. If the employee notifies the agency initially of

the problem, he or she may be eligible for a medical leave of absence until the employee completes rehabilitation in an agency-approved program with verifiable documentation.