



## Department Procedure No. HR-201a-08

<b>Title:</b>	Ensuring A Drug and Alcohol Free Workplace – Hiring Process – Training Requirements
<b>Applies To:</b>	Washington Military Department State Employees
<b>Authorizing Source:</b>	Policy HR-201-08 Federal Drug-Free Workplace Act of 1988 Federal Omnibus Transportation Employee Testing Act of 1991 Federal Commercial Motor Vehicle Act of 1986 Executive Order 92-01 RCW 69.50, 46.25 WAC Chapter 357-040 US DOT Title 49 CFR; Part 40, 382, 383 All Applicable Collective Bargaining Agreements
<b>Information Contact:</b>	Human Resources Director Building # 33 (253) 512-7941
<b>Effective Date:</b>	October 1, 2008
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<b>Revised:</b>	February 1, 2013
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

## Procedures

	<b>I. Pre-Employment Drug Testing</b>
<b>Actor</b>	<b>Action</b>
<b>Human Resources Consultant</b>	<ol style="list-style-type: none"> <li>1. Posts in the HR Office and on job announcements for covered positions a statement that controlled substance pre-employment testing is a part of WMD's employment process and that a satisfactory test result (negative on controlled substances) is a condition of employment.</li> <li>2. Schedules testing appointment with clinic</li> </ol>
<b>Supervisor, Manager, Lead Worker</b>	<ol style="list-style-type: none"> <li>3. Ensures candidates selected to fill covered positions undergo a pre-employment controlled substance test with a negative result prior to performing duties (also applies to current WMD employees who haven't previously performed said duties, or those returning to the job after a long absence).</li> <li>4. Is not required to administer a pre-employment controlled substance test to a CDL Driver if the following conditions are met:                         <ol style="list-style-type: none"> <li>a. The driver/applicant has documentation that they have participated in a drug testing program in the previous 30 days; and</li> <li>b. While participating in that program, the driver/applicant has either been tested for drugs in the previous six months, or participated in a random drug testing program for the previous 12 months, and</li> <li>c. No prior employer of the driver/applicant has record of violations of any DOT drug use rule for the driver in the previous 6 months.</li> </ol> </li> <li>5. Fills out the Drug and Alcohol Test Request (marks Drug Test and Pre-employment). For CDL Drivers, marks DOT test, for others, marks non DOT test.</li> <li>6. Sends a copy of the Drug and Alcohol Test Request to Human Resources Office.</li> <li>7. Sends form with employee or faxes to collection site (chosen from list – WMD Drug and Alcohol Testing Collection Sites).</li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>8. Submits to a controlled substance test as required by supervisor.</li> </ol>
<b>Contractor</b>	<ol style="list-style-type: none"> <li>9. Notifies Human Resources Consultant/Safety Manager of test results.</li> </ol>

<b>Human Resources Consultant/Safety Manager</b>	10. Calls supervisor to inform them of the test results.
<b>Supervisor, Manager, Lead Worker</b>	11. Does not allow employee to perform safety-sensitive functions or duties until negative test results are received.
	<b>II. Training for CDL Drivers, Employees who perform Safety Sensitive Functions and All Supervisors</b>
<b>Supervisor, Manager, Lead Worker</b>	<ol style="list-style-type: none"> <li>1. Ensures CDL Drivers and employees who perform safety sensitive functions receive the appropriate training prior to the driver/employee performing safety-sensitive duties and prior to drug and alcohol testing (except for pre-employment testing).</li> <li>2. Obtains appropriate Supervisory training from the Department of Personnel's Employee Assistance Program, approved contractor, or through materials from the Human Resources/Safety Office.</li> </ol>
<b>CDL Driver/Employee Performing Safety Sensitive Functions</b>	<ol style="list-style-type: none"> <li>3. Receives appropriate training on alcohol and controlled substance misuse prior to testing (except for pre-employment testing) or performing safety sensitive duties.</li> <li>4. CDL Driver signs a training verification form for Drug and Alcohol Training on DOT (CDL) Regulations (What you Need to Know) and submits to Human Resources for record keeping purposes.</li> <li>5. Employees performing safety sensitive function signs a training verification form for Drug and Alcohol Training and submits to Human Resources for record keeping purposes.</li> </ol>
<b>Supervisor, Manager, Lead Worker</b>	<ol style="list-style-type: none"> <li>6. Receives appropriate training as soon as possible following assignment to any supervisory position.                     <ol style="list-style-type: none"> <li>a. Supervisors, Managers, and Leads of CDL Drivers must receive specific training from Department of Personnel's Employee Assistance Program or approved contractor specific to CDL Regulations as it relates to Drug and Alcohol Abuse Awareness and Testing Processes.</li> <li>b. Supervisors of all other employees must receive training from Department of Personnel's Employee Assistance Program or approved contractor as it relates to Drug and Alcohol Abuse Awareness.</li> </ol> </li> </ol>
	<b>III. Obtaining Alcohol and Controlled Substance Test Information or Prospective CDL Drivers from</b>

	<b>Previous Employers</b>
<b>CDL Driver</b>	1. Completes the Drug and Alcohol Background Check. This form is not necessary if the CDL Driver has obtained a CDL while employed with WMD.
<b>Supervisor, Manager, Lead Worker</b>	2. Provides form to Human Resources Office/Safety Manager
<b>Safety Manager</b>	3. Faxes form to contractor
<b>Contractor</b>	4. Obtains information on the CDL Driver's alcohol test with a concentration result of 0.02 or greater, positive controlled substance test results, and refusals to be tested (for the two years preceding the date of inquiry) from the CDL Driver's previous employers and reports results to Human Resources Director/Consultant
<b>Supervisor, Manager, Lead Worker, Human Resources Consultant/Safety Manager</b>	5. Obtains the above information no later than 30 calendar days after the first time a CDL Driver performs safety-sensitive functions for WMD. Does not permit a CDL Driver to perform safety-sensitive functions after 30 days without obtaining the information.
	6. Obtains the information even if the CDL Driver stops performing safety-sensitive functions before expiration of the 30-day period or before the information obtained. This is a required part of the hiring process and also applies to current employees if they have a CDL but have not previously performed safety-sensitive functions for WMD.
	7. Does not use a CDL Driver to perform safety-sensitive functions if the information indicates the CDL Driver has tested positive for controlled substances, tested at or above 0.02 breath alcohol concentration, or refused to test. Considers an exception only if there is evidence that the CDL Driver has been evaluated by a Substance Abuse Professional (SAP), completed any required treatment plan, passed a return-to-duty test, and been subject to follow-up testing.
	8. Automatically disqualifies an applicant/employee (CDL Driver) from being placed in the position if the applicant/employee fails to consent to the release of previous testing information.