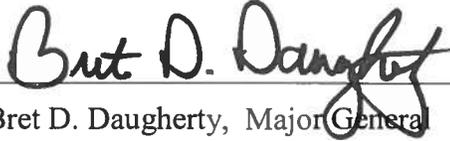




Department Procedure No. HR-201d-08

Title:	Ensuring A Drug And Alcohol Free Workplace – General Responsibilities and/or Expectations
Applies To:	All State of Washington Military Department Employees
Authorizing Source:	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; Parts 40, 382, 383 All Applicable Collective Bargaining Agreements
Information Contact:	Human Resources Director Building # 33 (253) 512-7941
Effective Date:	October 1, 2008
Mandatory Review Date:	February 1, 2017
Revised:	February 1, 2013
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Procedures

Please note that this procedure covers basic responsibilities and expectations of staff. Actions are not necessarily in step-by-step order.

Actor	Action
Supervisor, Manager, Lead Worker	<ol style="list-style-type: none"> 1. Attends appropriate training at least once every five years that explains the provisions of Policy HR-201-08 and how to recognize behaviors that may indicate alcohol and/or controlled substances abuse. 2. Notifies Human Resource Consultant/Safety Manager of any changes to CDL Positions, Washington Youth Academy Positions, or safety-sensitive staffing (i.e., hiring, terminations, transfers, etc.) through personnel paperwork to ensure records are accurate.
Employee	<ol style="list-style-type: none"> 3. Informs supervisor immediately about certain prescription medications per policy HR-201-08.
Supervisor, Manager, Lead Worker	<ol style="list-style-type: none"> 4. May or may not reassign duties due to step 3. 5. Participates in an evaluation with a Substance Abuse Professional (SAP) when he/she, or the Department, deem necessary. 6. If self-referred, may be granted, in accordance with agency policy and applicable collective bargaining agreements, reasonable leave of absence without pay, sick leave, vacation leave, or exchange or compensatory time for all work time lost due to subsequent required treatment. However, for the initial appointment with a SAP, employees shall be granted miscellaneous leave. 7. If referred by the Department, depending on the outcome of disciplinary action, may or may not be granted, in accordance with agency policy and applicable collective bargaining agreements, reasonable leave of absence without pay, sick leave, vacation leave, or exchange or compensatory time for all work time lost due to a positive alcohol or controlled substances test and/or subsequent required treatment. However, for the initial appointment with a SAP, represented employees shall be granted miscellaneous leave and non-represented employees shall receive leave with pay.
CDL Driver/ Safety Sensitive	<ol style="list-style-type: none"> 8. Notifies supervisor immediately if their driver's license, or endorsement needed for duties, is suspended, revoked, or canceled by a state; if they lose the privilege to drive a commercial motor vehicle; or, if they are disqualified from

<p>Positions/ Positions</p>	<p>driving a commercial motor vehicle for any period. 9. Receives appropriate training at least once every five years.</p>
<p>Human Resources Director, Human Resources Consultant, Safety Manager</p>	<p>10. Oversees the activities of the Contractor 11. Serves as the contact for the WMD Drug and Alcohol Free Workplace Program. 12. Receives test results from the Contractor and ensures appropriate follow-up action is taken. 13. Receives the follow-up (hard copy) written test results from the Contractor and provides confidential segregated storage and appropriate retention of all alcohol and/or controlled substances related records. 14. Assists agency managers, the Director, and Human Resource Consultants in planning and implementing appropriate follow-up for employee who violate Policy HR-201-08. 15. Coordinates the offering of a training program by the Employee Assistance Program (EAP) or Contractor for: A. All current CDL Drivers and all new CDL Drivers employed in the future as required by the Federal Omnibus Transportation Employee testing Action of 1991. Training will include the Policy and all related procedures, information regarding alcohol abuse and controlled substances, and rehabilitation services available; and B. Current and new supervisors and managers of CDL Drivers as required by the Federal Omnibus Transportation Employee Testing act of 1994. Training will include Policy HR-201-08 all related procedures, information regarding alcohol abuse and controlled substances, and rehabilitation services available, and C. Current and new supervisors, managers, and lead workers of all employees on: (a.) The elements of WMD's Drug and Alcohol Free Workplace Program; (b.) The effects of drugs and alcohol in the workplace; (c.) Behavioral symptoms of being affected by controlled substances and/or alcohol; (d.) Rehabilitation services available; and (e.) Medical confidentiality and HIPPA regulations regarding prescription and over-the-counter medications.</p>
<p>Human Resource Consultant</p>	<p>16. Promotes a drug and alcohol free workplace by providing information covering the dangers of drug and alcohol abuse, Policy HR-201-08 and accompanying procedures including</p>

/Safety Manager	penalties for violations, and available employee assistance programs. 17. May be authorized to receive test results from the Contractor with designated authority from the Human Resources Director.
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