

703 Alcohol- & Drug-Free Workplace

Effective Date: 06/25/2002

Revised Date: 12/01/2006

Revised Date: 06/23/2012

Effective Date: 09/01/2012

Last Reviewed: June 2022

Purpose: To provide an alcohol- and drug-free, safe, and healthy workplace for our staff and home for our residents.

Pine Haven employees are required to come to work in a mental and physical condition which allows them to perform their job responsibilities in a safe, productive, and effective manner. Pine Haven employees may not use, possess, distribute, or sell illegal drugs. Illegal drugs are defined as “any drug or drug-like substance whose sale, use, or possession is unlawful”. Consuming or being under the influence of alcohol or illegal drugs while on Pine Haven property is strictly prohibited. Legally prescribed drugs are permissible to the extent that they do not impair the employee’s ability to perform the essential functions of the job effectively and safely without endangering others.

As a means to maintaining this alcohol and drug-free environment, Pine Haven will conduct pre-employment, post-accident, and reasonable suspicion drug and/or alcohol screening.

Pre-Employment Screening:

As a condition of employment, all prospective employees will be required to submit to a post-offer drug screening test. All offers of employment are made contingent upon successful completion of this screening and other employment requirements. Failure to submit to the drug screening or a positive test will result in the offer of employment being rescinded.

Post-Accident Screening:

Employees are subject to drug and alcohol testing when they cause or contribute to accidents that seriously damage a Pine Haven vehicle, machinery, equipment, or property and/or result in an injury to themselves or another person requiring immediate off-site medical attention. In any of these instances, testing must take place within two (2) hours following the accident. *Under no circumstances will the employee be allowed to drive him or herself to the testing facility.*

Reasonable Suspicion Screening:

Reasonable suspicion drug and alcohol screening occurs when an employee exhibits behavior which a reasonable person might conclude stems from the employee’s use of alcohol or illicit drugs.

The Director of Human Resources, department Manager, Director of Clinical Services, or Administrator will be consulted before sending an employee for testing. In addition to the Director of Human Resources (or designee), at least one other individual previously identified must be involved in this process. Individuals involved must utilize the "Observation Checklist" to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol. If the results of the "Observation Checklist" indicate that further action is justified, the employee will be required to submit to testing. The employee will be placed on Investigative Suspension until the test results are received. *Under no circumstances will the employee be allowed to drive him or herself to the testing facility. Two members of management will escort the employee, and the Supervisor/Manager will make arrangements for the employee to be transported home by a relative or friend or taxi.*

Consequences:

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. *If the employee refuses to be tested yet is believed to be impaired, under no circumstances will the employee be allowed to drive himself or herself home.*

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be corrective action up to and including discharge. Corrective action may include a last-chance agreement stipulating random drug/alcohol screenings for a specified time period.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include the employee's immediate Supervisor and a Human Resources staff member. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Over-the-Counter and Prescription Drugs:

Over the counter drugs and drugs prescribed under the direction of a physician for an employee's personal use within the last twelve (12) months from the date of drug testing in quantities not exceeding reasonable or specified dosage requirements are not subject to this policy. Employees taking prescription or nonprescription medications are responsible for being aware of any potential effect such drugs may have on their reactions, judgments, or ability to perform their duties. When the use of these drugs for medical purposes may affect behavior and/or performance, employees are encouraged to advise their Supervisors that they are taking such drugs.