

Unicoi County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 06/01/05
		Rescinds: 900.12	Issued: 06/10/04

1 **PRE-EMPLOYMENT DRUG SCREENING**

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3 Prior to employment, as a condition of any job offer, substance screens will be required for individuals
4 who are required to have a CDL license.¹

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6 a. Applicants will sign an acknowledgment prior to substance screening, permitting the
7 summary result to be sent to the director/designee.
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9 b. Refusal to sign the acknowledgment or to submit to substance screening will be con-
10 sidered as withdrawal of the individual's application for employment. The applicant
11 will not be permitted to reapply for employment for at least twelve (12) months.
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13 c. If substance screening shows a confirmed positive result for which there is no current
14 physician's prescription, any job offer will be revoked. The applicant will not be per-
15 mitted to reapply for employment for at least twelve (12) months.
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17 **RANDOM DRUG TESTING**

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19 All school employees shall report to the director of schools or their immediate supervisor the use of any
20 prescription drug that could affect the central nervous system or one that would impair time. Further,
21 all employees shall give notice of non-prescription (over-the-counter) drugs being taken on a regular
22 basis. The notice shall include the duration of ingestion and the possible side effects.
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24 All school employees shall be notified in writing at the beginning of each school year that they shall be
25 subject to testing for drugs and alcohol during the period of employment.² Employees will be required
26 to submit to random drug testing without advance notice.
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28 Any employee who tests positive is subject to the following disciplinary action:

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30 a. Employees who test positive for the use of prescribed or non-prescribed (over-the-
31 counter) drugs, absent the notice required above, shall be suspended for three (3)
32 working days without pay for each violation of this policy. Re-testing with negative
33 results shall be required as a pre-requisite for reinstatement
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35 b. Employees who test positive for the use of controlled substances shall be terminated
36 on the first offense.
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REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the director/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

- a. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs
- b. Apparent physical state of impairment of motor functions
- c. Marked changes in personal behavior not attributed to other factors
- d. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonable suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury
- e. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes

PAYMENT FOR DRUGS AND ALCOHOL TESTING

- a. Pre-screening and random testing will be paid for by the school system and will be contracted through Unicoi County Memorial Hospital
- b. Any further testing for each occurrence will be paid by the employee

Legal References:

- 1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
- 2. 49 CFR § 382.601