



Series: 1200 Human Resources
Policy Name: **Drug Free Workplace**
Policy Number: 1211
Origination Date: 11/01/2013 **Revision Date:** July 1, 2018
Regulation: FL Statute 440.102; FAC Ch 59A-24; CFOP 60-5
Procedure: **Policy 1211 –Drug Free Workplace Procedural Memorandum #1211.1**

Individuals served, their guardians, Communities Connected for Kids, our employees and the communities we serve have the right to a work in, and to a treatment environment free of the effects of alcohol, drugs and other substance abuse. We recognize that the abuse of illegal or illicit substances, alcohol, or controlled substances and their use at Communities Connected for Kids interferes with this goal and our mission. As such, Communities Connected for Kids is committed to providing a workplace environment with the highest standards of employee conduct, and to protecting the safety, health and well-being of employees and individuals served. We also recognize that we are entrusted with the care and treatment of individuals who frequently come from abusive backgrounds, where drugs and alcohol may have been a part of their environment, as well as for those who are easily influenced by those around them. As such, it is imperative that Communities Connected for Kids set high standards for all employees.

Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of illegal or illicit drugs, alcohol or controlled substances in the workplace, in or on Company property, on facility grounds, while driving on Communities Connected for Kids business, or anywhere while en route to, or while performing Communities Connected for Kids duties. Any employee found to be in possession of, using, under the influence of, impaired by, or procuring or distributing illegal or illicit drugs, alcohol or controlled substances on Communities Connected for Kids property or during work hours will be terminated. No employee will report to work under the influence of illegal or illicit drugs, alcohol or controlled substances, or while impaired by the use of legally prescribed or over-the-counter medication. An exception for the consumption of alcohol, within legal limits, is permitted at Communities Connected for Kids -approved social functions.

The use of prescription or over-the-counter medication which may affect an employee's ability to concentrate or affect equilibrium or impair reactions or an employee's judgment must be reported to the employee's immediate supervisor. A physician's statement attesting that the prescribed dosage level is consistent with the safe performance of the employee's duties may be required. In addition, for the safety of the individuals served, legally prescribed, as well as over-the-counter, medication that must be taken during work hours to treat a medical condition, must be stored in a locked area or an area that is not otherwise accessible to those served. Medication that is not needed during work hours is not to be brought into the work environment.



An employee who witnesses first-hand a co-worker's possession / use of, or suspects that a co-worker's ability to safely perform his/her responsibilities is impaired by the use of illegal substances, alcohol, controlled substances, and /or other substances (over-the-counter or prescribed medication) has an obligation to report this observation to his/her supervisor or Communities Connected for Kids management immediately. An employee exhibiting the effects of alcohol, using illegal or illicit drugs or controlled substance, or impaired by the use of legally prescribed or over-the-counter medication prior to or during his/her work hours will be relieved of his/her duties while the matter is being further investigated. This includes an employee who has the odor of alcohol or drugs about his/her person.

If an employee is deemed to be unfit for duty, the supervisor will let the employee know that he or she may be required to submit to reasonable suspicion drug and/or alcohol screening. If such screening is requested, the supervisor will advise the employee that a Human Resources representative or designated manager will contact him/her following receipt of the screening results to arrange a meeting to discuss the incident and findings. During this meeting, the employee will have the opportunity to provide a verbal and /or written account of the incident.

Drug and/or alcohol screening may not be conducted without review and approval by designated management personnel. If screening is approved, the designated supervisor, manager or Human Resources department personnel should accompany the employee to the Human Resources office or other private area away from the employee's assigned work area. The employee will be asked to comply with a request for reasonable suspicion screening in accordance with the procedure for the administration of Oral Fluid screening. Following completion of the screening, the supervisor or Human Resources department personnel will arrange for the employee to be transported to his/her home. The employee will be strongly discouraged from driving; however, if the employee becomes belligerent or insists on driving, law enforcement authorities can be notified.

Whether an employee will be paid for work hours missed as the result of being placed on Administrative Leave to investigate a drug or alcohol-related offense are reviewed on an individual basis; however, it is important to ensure that such practices are consistently applied. The supervisor must document the incident thoroughly, including time, date and observed behavior, as well as identify witnesses who may have observed the employee's conduct.

When drug screening and an investigation reveal that the employee was under the influence or otherwise impaired by illegal or illicit drugs, alcohol, controlled substances, or legally prescribed or over-the-counter medication while on duty, the employee will be terminated. However, the Chief Executive Officer or designee may consult with the Human Resources Director sources or designee regarding a less severe disciplinary action if there are extenuating or special circumstances. In the event that less severe disciplinary action is approved, at a minimum, the following must occur:

- a written warning must be issued,
- the employee must be referred to the Employee Assistance Program (EAP), and agree to comply with a recommended course of treatment,
- the warning and referral documentation must be placed in the employee's personnel file;



- the employee must agree to sign a release of information authorizing the EAP to share non-medical information with authorized Center personnel; and
- the employee must agree to comply with subsequent, unannounced, random mandatory drug and/or alcohol screening as requested by Communities Connected for Kids.

Employees are required to immediately notify Communities Connected for Kids of any pending criminal charge related to violations of drug laws or driving under the influence occurring outside of the work place. Notification should be submitted in writing to the highest level Human Resources representative. Communities Connected for Kids will consider appropriate action, including termination of employment; whether to require an employee to take an Administrative Leave; or require the employee to participate in an approved substance abuse assistance or rehabilitation program. Employees must advise Human Resources in writing regarding the status, and final disposition of the case.

Failure to notify Human Resources department personnel of a pending drug-related or driving under the influence criminal charge; or the disposition of the charge will result in disciplinary action up to and including dismissal from employment, or the termination of the Independent Contractor agreement, where applicable.

Supervisory Referral to the EAP

An employee who is permitted to continue employment will be given a mandatory supervisor referral to Communities Connected for Kids Employee Assistance Program (EAP) for counseling, rehabilitation or other assistance. As needed, Communities Connected for Kids will provide reasonable accommodations, such as providing a flexible work schedule to allow the employee to participate in a rehabilitation or recovery program. In a situation where an exception to termination has been approved, any further violation of Communities Connected for Kids Drug-free Workplace policy or refusal to agree to, or participate in the aforementioned conditions will result in termination. An employee who declines to give consent to the terms of the release of information and/ or subsequently refuses screening will be terminated.

In addition to the drug screening requirement, the employee will be required to sign a release of information allowing designated Communities Connected for Kids personnel to receive information from Communities Connected for Kids EAP provider or the employee's licensed, treating provider. The release permits authorized Communities Connected for Kids personnel to be included in a structured communication plan, and to receive future treatment information and screening results.

Information requested will be maintained in the employee's confidential medical file, and includes:

- the name, location and nature of the rehabilitation program associated with treatment,
- a description of the procedure that will be implemented in the event of a relapse,
- the types of support groups being used, and whether or not the employee is participating,
- an outline of the treatment program, including the required frequency of participation, the nature and frequency of screening during treatment, and screening results to date, and
- confirmation that the employee is actively participating in a recommended course of treatment for alcohol and/or substance use and/or abuse.



Communities Connected for Kids reserves the right, at its expense, to require a second opinion regarding treatment. If requested, the employee has the right to a third opinion in cases where the second opinion conflicts with the first recommendation. Communities Connected for Kids shall not request or consider information about an employee's personal issues or background.

Drug Screening for Reasonable Suspicion

Drug and/or alcohol screening may be required when signs and symptoms related to an employee's appearance, behavior, or work performance provoke a reasonable suspicion of substance use or abuse. Designated management personnel must review and approve the requirement of screening for reasonable suspicion of any employee.

Unless prohibited by State Law, reasonable suspicion screening may be administered when a supervisor has reason to believe an employee might be under the influence of alcohol or illegal or illicit drugs, controlled substances, or impaired by the use of legally prescribed or over-the-counter medication, or may be abusing alcohol or drugs. Signs of symptoms suggesting drug or alcohol use include, but are not limited to, slurred speech, glassy/reddened eyes, visible needle marks, an irregular gait, the presence of an odor of alcohol or drugs on or about his/her person or clothing, sudden changes in work performance, inappropriate behavior, erratic attendance, and/or unexplained or frequent absenteeism.

Pre-Employment Drug Screening

Pre-employment drug screening is required for all selected candidates for employment, as well as specified Independent Contractors, and is arranged by Center Human Resources department personnel. Pre-employment Oral Fluid drug screening shall be conducted within 24 hours of an "Accepted" job offer. A selected candidate for employment must sign a consent form for drug screening prior to the administration of the screening. Designated Human Resource department personnel or the Chief Executive Officer or his/her designee may access drug screen results through Communities Connected for Kids selected provider of drug screening services. An employee, or Independent Contractor, where applicable, may not begin work until his/her drug screening is reported as negative.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018



INDIVIDUAL ACKNOWLEDGMENT OF DRUG-FREE WORKPLACE POLICIES

Communities Connected for Kids has a policy of maintaining a drug-free workplace. The intent and goal of Communities Connected for Kids management is to provide a therapeutic environment for individuals served, a safe work environment for employees, and to protect Communities Connected for Kids property. The abuse of illegal or illicit substances, alcohol, controlled substance or prescribed or over-the-counter medication and their use at Communities Connected for Kids interfere with this goal.

The following guidelines and procedures shall be used to implement Communities Connected for Kids Drug-Free Workplace Policy:

1. The use, possession, transfer, dispensing, or storage of illegal or illicit drugs, alcohol, controlled substances or inhalants by an employee of Communities Connected for Kids while in the course or time of employment, whether at or away from the employee's assigned workplace, is strictly prohibited.
2. No employee shall report to work under the influence of illegal or illicit drugs, alcohol, or controlled substances. Marijuana is a Class 1 Controlled Substance. The use of legally prescribed or over-the-counter medication which may affect an employee's ability to concentrate or affect equilibrium or impair reactions or an employee's judgment must be reported to the immediate supervisor. A physician's statement attesting that the prescribed dosage level is consistent with the safe performance of the employee's duties may be required.
3. Employees are required to immediately notify Communities Connected for Kids of any pending criminal charge related to violations of drug laws or driving under the influence occurring outside of the work place. Notification should be submitted in writing to the highest level Human Resources representative. Communities Connected for Kids will consider appropriate action, including termination of employment; whether to require an employee to take an Administrative Leave; or require the employee to participate in an approved substance abuse assistance or rehabilitation program. Employees must advise Human Resources in writing regarding the status, and final disposition of the case.

Failure to report and to notify Human Resources of a drug-related or driving under the influence pending criminal charge, or the disposition of the charge will result in disciplinary action up to and including dismissal from employment, or the termination of the Independent Contractor agreement, where applicable.

4. An employee who feels that he/she may have a substance-related problem is encouraged to seek medical assistance immediately. An employee may request assistance through his/her supervisor, Human Resources department personnel, or private treating professional. The request for assistance, as well as any related rehabilitation, will be handled in a confidential manner. Communities Connected for Kids reserves the right to take appropriate adverse employment actions based upon substance abuse even if the employee has reported the problem and is participating in a drug rehabilitation program.



Individual Acknowledgement

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5. For the safety of individuals served, legally prescribed, as well as over-the-counter medication that must be taken during work hours to treat a medical condition, must be stored in a locked area or an area that is not otherwise accessible to individuals served. Medication that is not needed during work hours is not to be brought on-site.
6. An employee who witnesses first-hand a co-worker's possession / use of, or suspects that a co-worker's ability to safely perform his/her responsibilities is impaired by the use of illegal substances, alcohol, controlled substances, and /or other substances (over-the-counter or prescribed medication) has an obligation to report this observation to his/her supervisor or Communities Connected for Kids management immediately.
7. In addition to pre-employment drug screening, and in accordance with Procedural Memorandum #1211.1, Communities Connected for Kids may conduct drug and/or alcohol screening based on reasonable suspicion, unless prohibited by State Law.
8. Compliance with the Drug-Free Workplace Policy is a condition of employment with Communities Connected for Kids.
9. Violators of this policy will be subject to appropriate disciplinary action, up to and including termination of employment for cause.

I have been advised that Communities Connected for Kids has a Drug-Free Workplace policy for the purpose of maintaining a safe work environment, and to protect individuals served, employees, and property.

Applicant's/Employee's Name (Please Print):

Applicant's/Employee's Signature: _____ **Date:** _____