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| SUBJECT: SUBSTANCE ABUSE / TESTING POLICY | | | | NO. 428 | |
| In the interest of maintaining a safe and healthy workplace for our employees, and in keeping with the Illinois Drug Free Workplace Act, this facility prohibits the unlawful use, manufacture, possession, sale or distribution on its premises, facilities or work places of the following: alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana, or “look-alike” (simulated) drugs) and related drug paraphernalia. This facility’s employees must not be at work under the influence of drugs, alcoholic beverages, intoxicants, narcotics or other substances (including legally prescribed drugs and medications) which will adversely affect their working ability, alertness, coordination, response, or jeopardize the safety of others on the job.  Employees and/or prospective employees shall be subject to drug/alcohol testing under the following circumstances:   1. Pre-employment; 2. Following incidents requiring medical attention (Post-incident); 3. On providing reasonable suspicion of being under the influence of alcohol/unauthorized substances. 4. Random testing.     PRE-EMPLOYMENT  Offers of employment made by this facility shall be made conditionally pending the outcome of a pre-employment drug/alcohol screening to be conducted after the employment offer is made. If a prospective employee test positive for the substances identified above, the offer of employment shall be withdrawn and further employment consideration will not be given. This does not include testing positive for prescribed medication. Proof must be provided for current prescription.  POST-INCIDENT  Employees who have a work-related injury that requires medical treatment beyond first aid will be subject to the taking of blood, urine, or saliva samples for the purpose of testing for the presence of the substances named in this policy. Employees who have work-related injuries are required to report them to their supervisor and to complete an incident report by the end of their shift, or will be subject to disciplinary action.  REASONABLE SUSPICION  Employees may be required to take a drug or alcohol test that reasonable suspicion presents itself. Examples of reasonable suspicion include, but are not limited to:  -frequent visits to vehicle  -unsteady gait  -smell of alcohol/drugs  -slurred speech  -violent or threatening behavior toward staff or residents  -altered awareness (confusion)  -dilated pupils  -hallucinations  -frequent absence from assigned work area(s)  -a credible allegation from a reliable source | | | | | |
| Approved: | Effective Date: | Revision Date:  9/11; 1/12; 10/12; 3/17 | Change No.: | | Page:  1 of 2 |
| SUBJECT: SUBSTANCE ABUSE / TESTING POLICY | | | | NO. 428 | |
| RANDOM TESTING  The facility may, at the discretion of the Administrator, perform random drug testing on staff.  Drug testing will be done either at the facility utilizing an instant urine test kit or at the hospital.  Employees who refuse to submit to testing as described in this policy or who are found using, possessing or distributing the substances named in this policy, or who are found under the influence of such substances, is subject to disciplinary action up to and including termination of employment.  Legally prescribed drugs may be permitted on facility premises or work locations provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. This medication must be kept in an area not accessible by residents.  This facility has the right to report use, possession or distribution of substances named in this policy to law enforcement officials and to turn over to the custody of law enforcement officials such substances. The contacting of law enforcement officials is at the discretion of the Administrator or their designee.  Employees are subject to the Illinois Drug Free Workplace Act. Employees who are convicted of criminal controlled substance violation must report such a conviction no later than five (5) days after such a conviction.  In keeping with our commitment to a Drug Free Workplace, assistance is available to employees who voluntarily seek alcohol and/or controlled substance abuse treatment services, including a leave of absence, through the Administrative Office. Such contacts and services will be handled on a confidential and case by case basis.  Compliance with this policy is mandatory for this facility’s employees and is considered a condition of employment. | | | | | |
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