

DRUG-FREE WORKPLACE

SOURCE: FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, OHIO REVISED CODE 3719.01, 3719.41, & 123.34, & OCSEA/AFSCME BARGAINING UNIT AGREEMENT APPENDIX M

CONTACT: OFFICE OF EMPLOYEE SERVICES

Drug-Free Workplace Policy:

1. For this policy, drugs are defined as controlled substances--which include alcohol, illegal drugs, and prescription drugs used illegally.
2. At the workplace or on official business either at or away from the workplace, employees are prohibited from illegally purchasing, transferring, using, or possessing controlled substances.
3. Employees found to be under the influence of controlled substances may be subject to appropriate discipline.
4. There are three categories of substance abuse testing at Ohio EPA.
 - *Applicant Testing*: Final applicants for testing-designated positions will be tested before they are hired.
 - *Reasonable Suspicion Testing*: Employees may be required to undergo substance abuse testing based on for-cause determinations by management. Incidents affecting employees or others health and safety or incidents causing extensive property damage require testing according to the requirements of any applicable collective bargaining agreements or the Director of the Department of Administrative Services.
 - *Follow-up Testing*: Employees referred by management to counseling or rehabilitation programs as a result of on-the-job substance abuse may be subject to follow-up testing.
5. Substance abuse test results will be kept confidential to the extent provided by law.
6. Because legally used prescription drugs can cause impairment in judgment, coordination, and physical ability, reasonable accommodations may be made for employees who must use prescribed drugs.
7. Employees with substance abuse problems are encouraged to voluntarily contact the Employee Assistance Program and enroll in a rehabilitation program.

See: Conditions of Employment, Conduct & Discipline, Benefits, Employee Assistance Program
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