

In accordance with the School Board of Broward County, Florida 2400 Drug-Free Workplace Policy, and Florida Statutes 112.0455 Drug-Free Workplace Act:

## **REASONABLE SUSPICION-Drug/Alcohol Testing Procedures for NON-CDL Licensed Employees**

Only an administrator(s), who has been trained to recognize Reasonable Suspicion, shall request an employee to submit to a drug/alcohol test. Reasonable Suspicion drug testing means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
4. Evidence that an individual has tampered with a drug test during employment with the current employer.
5. Information that an employee has caused, or contributed to, an accident at work.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

The following are the drugs that will be tested for under Reasonable Suspicion:

1. Marijuana
2. Cocaine
3. Amphetamines, including Methamphetamines
4. Opiates, including Codeine, Morphine and 6-Monoacetylmorphine (6 AM)
5. Phencyclidine (PCP, Angel Dust)

Levels on initially screened urine specimens which are **equal to or exceed** the following, shall be considered to be presumptively POSITIVE and submitted for confirmation testing:

	(nanograms/milliliter)
Amphetamines	1,000 ng/mL
Cannabinoids	50
Cocaine	300
Phencyclidine	25
Opiates	300

A supervisor (Principal/Director) who is at least one level of supervision higher than the immediate supervisor of the employee in question, and one additional trained supervisor i.e., Special Investigative Unit (S.I.U.) representative, School Resource Officer (S.R.O.), Assistant Principal, etc. will observe and immediately document suspicious behavior and complete an Incident Report.

- A. The Incident Report will be faxed to the Executive Director of Professional Standards and S.I.U. for evaluation. **The original Incident Report will be sent to The Risk Management Department, attention Employee Health Testing Specialist. At no time will the location keep any copies of documents relating to drug/alcohol testing.** If confirmed, the Executive Director of Professional Standards and S.I.U. or his/her designee, will fax a written request (for drug/alcohol testing) to The Risk Management Department/Employee Health Testing.

If the decision is made to test the School Board of Broward County employee, an Anti-Drug Passport and a Donor Checklist will be faxed to the appropriate administrator by The Risk Management Department/Employee Health Testing. At this time, the employee will be notified by the Principal/Director of the drug/alcohol test request. In addition, the employee will be advised that he/she may consult with his/her union representative. If the technician is summoned and appears prior to a union representative arriving at the location, all tests will be administered without delay.

- B. The Employee Health Testing Specialist will contact the Principal to anticipate the arrival of the passport by fax. The Anti-Drug Passport will be signed by an administrator and the donor. A copy will be faxed to The Risk Management Department/Employee Health Testing.

An employee who works in a safety-sensitive position or whose job description requires him/her to be in contact with students, may be temporarily reassigned pending the results of the drug/alcohol test. While reassigned, the employee will continue to earn the same rate of pay as their regular position. **Any employee who refuses to submit to testing, will be recommended for termination of employment in accordance with the School Board of Broward County, Florida 2400 Policy (Rule #5).**

**I. If The Alcohol Test Is Positive**

The alcohol level on an initial test as well as on a confirmation test which is equal to or exceeds 0.04 g/dL, shall be reported as POSITIVE.

- A. The medical technician will immediately notify The Risk Management Department/Employee Health Testing of a positive alcohol test.

- B. The Risk Management Department/Employee Health Testing will obtain a copy of the alcohol test from the medical technician.
- C. The Risk Management Department will notify the Executive Director of Professional Standards and S.I.U. that:
  - 1. The employee has tested positive for alcohol and should be transported home. The employee will be given the opportunity to contact a family member or friend to arrange transportation home. If this arrangement cannot be made, a taxi will be called and the employee will be responsible for the cost of the taxi. Under no circumstances shall the employee be allowed to drive.
  - 2. All employees who test positive for drugs and/or alcohol will be referred to the Employee Assistance Program and to a Substance Abuse Professional for evaluation and course of treatment.
  - 3. All employees who test positive, shall be referred to the Executive Director of Professional Standards and S.I.U. for appropriate disciplinary action up to and including termination of employment.

## **II. If The Alcohol Test Is Negative**

If the alcohol test is negative, and a drug test was conducted, approximately forty-eight (48) hours may be necessary to obtain the drug test results. An employee who works in a safety-sensitive position or whose job description requires him/her to be in contact with students, may be temporarily reassigned pending the results of the drug/alcohol test.

## **III. If The Drug Test Is Negative**

The Director of Professional Standards and S.I.U. will be notified that the employee is cleared, and may return to work. A confidential fax will be sent to confirm the test results. In the event the employee has been temporarily reassigned, he/she will be returned to his/her regular position.

## **V. If The Drug Test Is Positive**

- A. The laboratory will notify The Risk Management Department/Employee Health Testing of a positive/adulterated drug test.
- B. The Risk Management Department/Employee Health Testing will receive a confidential fax copy of the results.

The Executive Director of Professional Standards and S.I.U. will be notified that the drug test is positive.

1. All employees who test positive for drugs and/or alcohol will be referred to the Employee Assistance Program and to a Substance Abuse Professional for evaluation and course of treatment.
2. All test results reported as diluted specimen, or specimen unsuitable for testing etc., will require a re-test.

All employees who test positive, shall be referred to the Executive Director of Professional Standards and S.I.U. for appropriate disciplinary action up to and including termination of employment.

NOTE: Any item not specifically addressed in these procedures will be handled in accordance to DOT Regulations 49CFR Part 40.

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