

	State of Michigan Department of Information Technology POLICY AND PROCEDURE MANUAL	TYPE Policy/Procedure
		NUMBER 200.08
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SUBJECT Drug & Alcohol Free Workplace	EFFECTIVE DATE 2/10/03
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Policy

The Department of Information Technology (DIT) adopts the Drug-Free Workplace Act of 1988 and the Governor's Drug Free Workplace Notice of July 1, 2003. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all State of Michigan workplaces. An employee or official who violates this prohibition will be subject to disciplinary action up to and including dismissal. In addition to imposing any disciplinary measures short of dismissal, the department may also require the employee to participate satisfactorily in a substance abuse assistance or rehabilitation program.

DIT employees are to comply with the drug and alcohol testing provisions of Civil Service Rule 2-7 and Regulations 2.07, 2.08, and 2.09 if non-exclusively represented (NERE). DIT employees who are exclusively represented by a union are to comply with the drug and alcohol testing article contained in their respective collective bargaining agreements.

When a supervisor has reasonable suspicion that an employee may be under the influence of drugs and/or alcohol the supervisor must contact the Drug and Alcohol Testing Coordinator (DATC) to discuss the situation. During standard business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. the DATC may be contacted by calling 517.373.1000 and asking for the DATC. To reach the DATC outside of standard business hours contact DMB Central Control at 517.373.0196.

References and Links

Office of State Employer Reasonable Suspicion Testing for Drugs and Alcohol: A Supervisor's Guide.
http://www.michigan.gov/documents/Reason_Susp_for_Supv_Book-2000_91835_7.pdf

Civil Service Rule 2-7 and Regulations 2.07, 2.08, and 2.09.
http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500--,00.html#2_7
http://www.michigan.gov/documents/Reg2_84183_7.07.pdf
http://www.michigan.gov/documents/Reg2_84187_7.08.pdf
http://www.michigan.gov/documents/Regulation_2_76977_7.09.pdf

Exclusively represented employees, UAW, MSEA, UTEA, and MPE, may refer to the drug and alcohol testing article of their collective bargaining agreement or at www.michigan.gov/ose

UAW: http://www.michigan.gov/documents/ARTICLE_52_16839_7.pdf
MSEA: http://www.michigan.gov/documents/Article_53_16518_7.pdf
UTEA: http://www.michigan.gov/documents/Article_29_16905_7.pdf
MPE: http://www.michigan.gov/documents/Article_35_17567_7.pdf



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Contact/Update Responsibility

Any questions or concerns regarding this policy should be directed to DIT Employee Services.

Approving Authority

Teri Takai, Director: *(signed by Director Takai)*

Date: *(revision 8/18/2004)*