

	Effective Date:	10-01-2015
	Policy #:	G-10
	Supersedes:	09-12-11
Subject: Drug and Alcohol Testing Under Civil Service Rule 2-7		Page: 1 of 2

POLICY

All newly hired state classified and unclassified employees are subject to pre-employment drug testing. All classified and unclassified employees are subject to reasonable suspicion drug and alcohol testing. Employees selected for a test designated position must submit to and pass a preappointment drug test to be eligible for appointment to the position, and are subject to random drug and alcohol testing following appointment. Employees appointed to a test designated position will be provided written notice of such designation at least 14 days before being subject to random testing. Civil Service [Rule 2-7](#) requires that all employees subject to such testing be given specific training materials in order to familiarize them with the provisions of the rule.

PROCEDURES

Employees hired and/or appointed to a position in the Department of Licensing and Regulatory Affairs (LARA) will receive drug and alcohol testing training as a part of their new employee orientation. Necessary training materials will be provided by the Office of Human Resources (OHR) to each bureau. Bureau Personnel Liaisons will be responsible for providing the training materials to each newly hired/appointed employee. The Bureau Personnel Liaison will also be responsible for returning the training verification signature sheet to the OHR.

Additional training is required for supervisory employees. The OHR will ensure that this training is conducted, as needed. Each Bureau Personnel Liaison is responsible for notifying the DATC (Drug and Alcohol Testing Coordinator) in OHR of employees who are promoted to a supervisory position and in need of this training.

Pre-employment testing should be coordinated between the Office of Human Resources (OHR) Personnel Specialist assigned to the bureau and the Bureau Personnel Liaison.

If an incident occurs, giving rise to consideration of reasonable suspicion drug and/or alcohol testing, the supervisor must immediately contact the DATC. A decision will be made by the DATC in conjunction with the information provided by the supervisor and

	Effective Date:	10-01-2015
	Policy #:	G-10
	Supersedes:	09-12-11
Subject: Drug and Alcohol Testing Under Civil Service Rule 2-7		Page: 2 of 2

any other appropriate bureau manager(s) as to whether reasonable suspicion testing will occur. If testing is ordered, the issues of transporting the employee to the testing site, pay status of the employee, returning the employee to work, and any other issues which arise will be discussed and decisions made based on the circumstances of the current situation.