

COUNCIL AS A WHOLE

Bond
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ORDINANCE NO. 35-2017

AN ORDINANCE AMENDING AND RESTATING ORDINANCE NO. 81-2016
ESTABLISHING A DRUG AND ALCOHOL USE TESTING POLICY AND
PROCEDURE FOR ELECTED AND NON-ELECTED OFFICIALS AND
FULL- AND PART-TIME EMPLOYEES OF THE VILLAGE OF
LORDSTOWN AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
LORDSTOWN, COUNTY OF TRUMBULL, STATE OF OHIO:

Section 1: That the Council of the Village of Lordstown heretofore in 2004 established a drug and alcohol use testing policy and procedure for all elected and non-elected public officials and all full- and part-time employees of the Village of Lordstown.

Section 2: That the Council of the Village of Lordstown now wishes to amend and restate the Drug and Alcohol Use Policy and Procedure.

Section 3: That appointed members of the Planning Commission and Board of Zoning Appeals and part-time employees of the Village Recreation Program shall be excluded from this drug and alcohol use testing policy and procedure.

Section 4: That the Council of the Village of Lordstown hereby adopts the *Revised* June 12, 2017 "Village of Lordstown Public Official/Employee Drug and Alcohol Use Testing Policy and Procedure" (a copy of which is attached hereto as **Exhibit "A"**, the terms of which are incorporated by reference and made a part of this Ordinance).

Section 5: That the Mayor and Clerk of the Village of Lordstown are furthermore authorized to enter into a contract with Work Med, Valley Health Care Systems to administer the Village of Lordstown's Drug and Alcohol Use Testing Policy and Procedure.


Section 6: That enforcement of this Ordinance shall be effective as of June 12, 2017.

Section 7: That this Ordinance is hereby declared to be an emergency measure necessary for the

public health, safety, and welfare, and for the further reason that this Ordinance must be implemented by June 12, 2017.

Section 8: That the passage of this Ordinance and all deliberations relating to the passage of this Ordinance were held in open meetings in accordance with the provisions of Ohio Revised Code Section 121.22.

Passed in Council this 12th day of June, 2017.

_____, Mayor

_____, Clerk

**VILLAGE OF LORDSTOWN
DRUG AND ALCOHOL USE
Policy and Procedure**

SUBJECT: Policy on Drug and Alcohol Use

POLICY: Drug use in the workplace is a danger to us all. It impairs the safety, health and welfare of all employees, promotes crime and lowers production and quality.

This policy applies to all full and part-time hourly and salaried employees.

In compliance with the Ohio Bureau of Workers' Compensation Drug Free Workplace Program (DFWP), the VILLAGE OF LORDSTOWN's view on substance use is as follows:

STATEMENT OF POLICY

The VILLAGE OF LORDSTOWN will not condone and will not tolerate any of the following workplace related behaviors by its employees:

- a. The use of illegal drugs;
- b. The use of marijuana for recreational or medical reasons is strictly prohibited;
- c. The use of alcohol;
- d. The sale, purchase, manufacture, transfer, use or possession of any illicit drugs, or prescription drugs obtained without a prescription; or
- e. The employee's presence at work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance or safety may be affected.

The purpose of this policy is to promote safety. Any employee or applicant whose position requires testing for specific drugs or alcohol, based on established thresholds, under any law, regulation, or policy; who violates this "Drug Free Workplace Policy" (hereinafter referred to as the "Policy") may be subject to discipline, up to and including termination of employment. The implementation of discipline or of sanctions shall be the sole discretion of the Village in compliance with applicable policy or law.

The Village will appoint a Designated Employer Representative (DER) for the "Drug Free Workplace Program". This individual may authorize other employees to receive drug and alcohol test results. All communications regarding the program must be done through the identified individual(s). Confidentiality will be maintained with no information being made available without a legitimate need to know.

Effectuated individuals (referred to as “employees” throughout this policy) include: all regular, full-time, part-time or temporary employees; elected officials; office staff; all officers and managers; all sub-contractors, while performing work for the Village, on or off of Village premises; and individuals seeking employment, where applicable.

An employee’s violation of this Policy will not ordinarily be reported to any law enforcement agency with the exception that all reasonable and necessary measures will be taken to assure the safety and security of all employees and the Village. Law enforcement may be called only as required by a regulatory body or criminal statute, or in conjunction with a referral for criminal prosecution.

TESTING FREQUENCIES AND PATTERNS

General expectations of all drug and alcohol testing situations include: reporting at the designated testing location upon notification (within 2 hours if an off-site collection facility is used), providing the required specimen(s) within 2 hours, and full compliance with this policy and the procedures utilized by collections personnel and facilities. In all cases where employee safety may be an issue, the Village will provide or secure transportation to the testing location.

Refusal to comply with the testing requirement, failure to provide the required valid specimen(s), or adulteration or substitution of the specimen(s) will be considered a refusal to test and will be interpreted the same as a positive test. Any such refusal subjects the individual to the full range of discipline, up to and including termination of employment or cancellation of an offer of employment.

A. Post-Offer, Pre-Employment or New Hire Drug Testing

Effective immediately upon implementation of this Policy, all applicants are subject to post-offer, pre-employment or new hire drug testing, that is conducted by a Village approved contractor. The Village may require a result of this test prior to the employee performing any services for the Village, or will require the test prior to the end of the probationary period (not to exceed 90 days). The Village will decline to extend an offer of regular employment to any applicant with a verified positive test result to any illicit drug (including medical marijuana), or any refusal to test, and this applicant may not reapply for employment with the Village for a period of six months.

The applicant will be given a copy of the Village’s “Drug Free Workplace Policy” and the “Consent and Release Form”. The interviewer will then give the applicant an opportunity to ask any questions he/she may have concerning the Policy or the Consent, and obtain the applicant’s signature on the “Consent and Release Form”.

B. Reasonable Suspicion Testing

Reasonable suspicion testing will be performed when Village management and/or supervision determines that an employee may be under the influence of an unacceptable substance (i.e., drugs and/or alcohol (including medical marijuana). This testing may be ordered at any time after this Policy has been in effect for thirty (30) days. The suspicions must be documented in writing within 24 hours of the event or prior to the release of the test findings, and will be provided to the Village’s

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Medical Review Officer (MRO) for consideration when reviewing test results. Reasonable suspicion testing may be based upon, among other things:

1. Observable phenomena which may include but are not limited to: direct observation of drug or alcohol use or possession; the physical symptoms of being under the influence of a drug, medical marijuana or alcohol; the odor of alcohol or other prohibited substances;
2. An abnormal pattern of conduct or erratic behavior which may include deteriorating job performance, absenteeism, tardiness, recurrent accidents, repeated violations of established safety or work rules, etc., which are not attributable to other known factors;
3. Conviction of or plea (including no contest or *nolo contendere*) to a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, manufacture, use or trafficking. The employee is responsible for notification of the Village, within five (5) working days of any drug-related conviction or plea.
4. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

Although reasonable suspicion testing does not require certainty, mere “hunches” are not sufficient to meet this standard. To prevent this, all supervisors will be trained in the recognition of drug and alcohol related signs and symptoms, and testing may only be requested by at least one trained supervisor with the concurrence of a second individual (preferably a second trained supervisor) as mandated by the Ohio BWC.

All employees are responsible for obtaining and providing a release to the Village, prior to performing their regular job duties, if they are placed on any medication that may impair their normal functioning. The employee must ask the provider to clarify and provide documentation of any restrictions regarding their safety in performing their regular duties.

The first priority of the Village is to remove the employee suspected of abusing controlled substances of alcohol from the work environment. This shall be done to prevent the employee from causing harm to himself or herself, other individuals in the workplace, or anyone else.

The designated Village official, who has escorted the employee to the collection site, will return the employee to the workplace and instruct him/her that he/she will be notified of the results of the testing when they have been received by the Village. Until the results of the testing have been received, the employee is temporarily suspended and is not to return to the workplace until notified by the Village of the outcome of the test. It is further the responsibility of the designated Village official to ensure that if the test is positive or not received in a timely manner a designated Village official will escort the employee home.

The employee will be paid for the time off for a reasonable cause test, if the test is negative. The employee will not be paid if the test is positive or will follow the negotiated contract, in such manners.

Employee Incidents Involving Village Vehicles or Property

Any incident involving damage to Village-owned vehicles or property shall be reported to the Supervisor of that Department immediately and a report SHALL be made and submitted to the Mayor and the Clerk of the Village. The Employee(s) involved shall be sent for a drug / alcohol test within one hour of the incident. A failure to report the incident will result in disciplinary action pursuant to the Collective Bargaining Agreement for Police personnel or Master Benefits Ordinance for other employees of the Village.

Incidents occurring within the Village (except those involving police vehicles) will be investigated by the Lordstown Police Department. Any incident involving police vehicles will be investigated by Ohio State Highway Patrol or Trumbull County Sheriff's Department. Any incident occurring outside of the Village of Lordstown will be investigated by the law enforcement authorities of that jurisdiction.

Incidents involving third parties within or outside of the Village shall also be reported to the Village insurance carrier.

C. Post Accident Testing

An accident, for the purpose of this policy, may include but is not limited to: an unplanned, unexpected, or unintended event that occurs during the employee's workday and in relation to the Village's business. In addition to personnel, it may involve personal or business property/equipment or vehicles used in the performance of the employee's job.

Effective thirty (30) days after implementation of this Policy, post accident drug and alcohol testing is mandatory in all cases for all individuals who may have caused or contributed to an "on-the-job" accident which meets any of the following criteria:

1. A fatality results from the accident.
2. An employee is involved in an employment-related accident that causes bodily injury requiring off-site medical treatment of the employee or another person.
3. An employee is involved in an employment related accident that results in significant property damage.
4. An employee is involved in an employment related vehicular accident that results in damage.

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- Refusal to submit to a test does not impact the right of an employee to file a workers' compensation claim.

Specimen collection is to occur as soon as possible after a need has been determined, and any necessary medical attention has been rendered, in accordance with C-(1) through C-(4) above. Every reasonable effort shall be made to assure that the total elapsed time before a drug specimen has been collected does not exceed twenty-four (24) hours. Alcohol testing will be performed within eight hours of the employment-related incident, or not performed, but documentation of the reason for non-testing is required.

An employee involved in the employment related accident expressly grants unto Village, its officers and management, the right to request that attending medical personnel or collection personnel obtain appropriate specimens (breath/blood and/or urine) for the purpose of conducting alcohol and/or drug testing. All employees expressly grant unto the Designated Employer Representative, access to any and all medical information that may be relevant in conducting a complete and thorough investigation of the employment-related accident, to include but not be limited to, a full medical report from the examining physician(s) or other healthcare providers.

The refusal of an employee to allow the collection of these specimens, any attempt to block the release of the results of any substance abuse tests taken, or failure to report a work-related accident, will be considered and managed the same as a refusal to test.

Employees are specifically required to timely file a "First Report of Injury" (FROI) with the Village for any injury related to their employment in compliance with our on-the-job injury policy.

The Ohio General Assembly has passed legislation to curb substance abuse in the workplace. Under House Substitute House Bill 223 (HB223), or the "rebuttable presumption" law, employers can seek disallowance of a worker's compensation claim filed by an employee who tests positive on a substance test following a work-related injury. If a worker tests positive, or refuses to test altogether, the burden of proof shifts to the worker to prove that the presence of alcohol or drugs was not the proximate cause of the work related injury. This law takes effect October 13, 2004. The Ohio Bureau of Worker's Compensation has a written notice that is now posted on the Village's BWC certificate of coverage for all employees to be informed, under the requirements of this legislation. Employees may view this posting at any time.

D. Random Drug Testing

This Village has contracted with a collection contractor to perform the periodic selections of employees, which form the employment pool to be tested. The non-Village testing entity will ensure that all employees have an equal statistical likelihood of being selected for random testing. After this Policy has been in effect for a minimum of thirty (30) days, and in accordance with Ohio Bureau of Workers' Compensation Level 1 requirements, for state funded projects, the random drug testing percentage established will be a minimum of five percent (5%) per job site. Level 2 has been obtained by this Village. The drug testing percentage will be at minimum, fifteen percent (15%) of the average number of employees annually. If Level 3 is obtained, the drug testing percentage will be increased to at least twenty-five percent (25%) of the average number of employees annually.

In order to implement mandatory random drug testing, the Village will provide employee identification information to the contractor for use in the random selection database. The contractor will, in turn, furnish the Village with a list of individuals to be tested at the beginning of each selection period.

E. Follow-Up Testing

Effective immediately upon implementation of this policy, certain employees will be subject to follow-up testing prior to being permitted to return to work. Those employees who have previously tested positive for prohibited substances will be subject to no-notice follow-up testing at any time for a period not exceeding two (2) years from the date of the initial positive test. A minimum of four follow-up tests will be required within the first year following the negative return-to-duty test. A positive result on any of these follow-up tests may result in the employee being immediately terminated from the Village for cause.

Other employees that may be subject to this testing include those individuals who have self-reported a drug abuse problem, received substance abuse treatment and are released to return to work; and those who have been off work for a medical condition for more than thirty days. It may also be required for individuals who have been temporarily reassigned for safety reasons in order to return to their regular positions.

DRUG TESTED / CUT OFF LEVELS

The testing procedures will seek to identify the presence of the following controlled substances that may be present: (A negative screening test, EMIT or other form of immunoassay, is considered a negative test)

<i>Drug Class</i>	<i>Screening Test Level</i>	<i>Confirmation Test Level</i>	<i>Confirmation Method</i>
Amphetamines	1000 ng/mL	500 ng/mL	GC/MS
Barbiturates	300 ng/mL	300 ng/mL	GC/MS
Benzodiazepines	300 ng/mL	300 ng/mL	GC/MS
Cocaine metabolites	300 ng/mL	150 ng/mL	GC/MS
Marijuana metabolites	50 ng/mL	15 ng/mL	GC/MS
Medical marijuana	50 ng/mL	15 ng/mL	GC/MS
Methadone	300 ng/mL	300 ng/mL	GC/MS
Opiates	2000 ng/mL	2000 ng/mL	GC/MS
Phencyclidine	25 ng/mL	25 ng/mL	GC/MS
MDMA	300 ng/mL	500 ng/mL	
Oxycodone	100 ng/mL	100 ng/mL	

These detection thresholds consistent with available technology have been established by the *Department of Health and Human Services (DHHS)* and/or the *Substance Abuse and Mental Health Services Administration (SAMHSA)* for each of the drug groups listed above. These detection

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thresholds will be used uniformly in the interpretation of all drug screens/drug confirmations, whether for a post-offer, pre-employment or new hire examination; random examination; post-accident examination, reasonable suspicion examination; or follow-up examination. Only Department of Health and Human Services, DHHS/SAMHSA, certified laboratories will be utilized for drug confirmations.

Alcohol testing will be conducted by the contractor utilizing only certified equipment and/or testing methods and personnel. Alcohol concentrations exceeding 0.02 gm% on the screening test will require a breath alcohol confirmation test. A breath alcohol confirmation result equal to or greater than 0.08 gm/210 liters of breath will be considered a verified positive result. In the event of an accident where an employee has a "whole blood" alcohol drawn at a medical treatment facility, a result equal to or greater than 0.08 gm% shall be considered to be a verified positive result.

The Village also expressly reserves the right to add or delete substances on the list set forth in the "Drug Tested / Cut Off Levels" section of this Policy. These changes may be made if, in the Village's discretion, they become warranted by the changing nature of abused substances; or if mandated by changes in existing Federal, State, or local regulations or legislation.

An Individual who tests positive for drugs:

- Must be evaluated by a substance abuse professional.
- Must comply with all treatment recommendations.
- Must undergo a "return to duty" drug test resulting in a negative test result prior to returning to the job.
- Must be randomly tested as determined by the treatment facility with no less than four (4) random tests the first year.

An Individual who tests positive for alcohol:

- Test results for alcohol 0.02 BAL or greater, but less than 0.08 BAL, the employee shall not be permitted to work until the employee's next scheduled duty period, but not less than 24 hours following the test.
- Test results for alcohol 0.02 BAL or above:
 - Must be evaluated by a substance abuse professional.
 - Must comply with all treatment recommendations.
 - Must undergo a "return to duty" alcohol test resulting in a test level of less than 0.02.
 - Must be randomly tested as determined by the treatment facility with no less than four (4) random tests the first year.

NOTE: Employee using a prescribed medication which may impair the performance of job duties, either mental or motor functions, must immediately inform their supervisor of such prescription drug use. The employee must have a "Fitness for Duty Slip" from their doctor showing that they are capable of performing their assigned tasks. For the

safety of all employees, the Village will consult with you and your physician to determine if a reassignment of duties is necessary. The Village will attempt to accommodate your needs by making an appropriate reassignment. However, if a reassignment is not possible, you will be placed on a temporary medical leave until released for duty by the prescribing physician. The Village will not condone the inappropriate and/or misuse of legal prescriptions or over the counter drugs.

SPECIMEN COLLECTION PROCEDURE

The drug and alcohol testing for the Village shall be done only by trained collection personnel who meet quality assurance and chain-of-custody standards for urine collection procedures, alcohol testing and strict confidentiality requirements.

Any individual subject to testing under this Policy shall be permitted to provide urine specimens in private, but subject to controls designed to minimize any invalidity in the testing process such as alteration or substitution of the specimen provided. In the event that the collector feels the collection process has been compromised, a witnessed void will be conducted utilizing a same gender witness. Alcohol testing will likewise be done in an area that affords the individual privacy. In all cases, there will only be one individual tested at a time. Post-accident drug screens will be instant drug screens to determine fitness for duty, the drug screen will then be sent on to the lab for confirmation so that it meets the BWC Drug Free Workplace requirements.

Employee's Rights Related to an Initial Positive Test Results:

In the event that an employee tests positive for any drugs or alcohol as prohibited in this Policy, the employee will be given an opportunity to explain the findings to the Medical Review Officer (MRO) prior to the issuance of a report of a positive test result to the Village.

Accordingly, upon receipt of a confirmed positive finding, the MRO shall contact, or attempt to contact, the employee by telephone or in person. If contact is made by the MRO, the MRO shall inform the employee of the positive findings and give the employee an opportunity to rebut or explain the findings.

The MRO can request information on recent medical history and on medication taken within the last thirty (30) days by the employee. In the event that the MRO finds support in the explanation offered by the employee, the employee may be asked to provide documentary evidence to support the employee's position (for example, the names of treating physicians, pharmacies where prescriptions have been filled, etc.) A failure on the part of the employee to provide such documentary evidence will result in the issuance of a positive report by the MRO with no attendant medical explanation. A medical disqualification of the employee will result.

If the employee fails to contact the MRO within three (3) days of having been instructed to do so, the MRO will issue a positive report to the Village. Since no contact with employee was possible, no medical explanation can be provided, and the employee shall forego the right to offer a defense to the

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positive test finding. A medical disqualification shall result, subject to re-test provisions set forth in the MRO's report.

Split Specimen:

An Employee wishing to request a re-test must do so within 3 days of learning that the first test was positive. Employees will be required to pay for the cost of the re-test before the specimen is shipped to a different DHHS-Certified Laboratory than the one that analyzed the first specimen. Our Medical Review Officer determines to which Lab the split specimen will be sent. If the result comes back negative, we will reimburse the employee for the cost of the test that the employee paid prior to the test. The same paperwork and procedure protections used for the first test will be utilized for the split specimen. The Laboratory that collects the initial screen is responsible to split the specimen.

Report of Results:

All test results will be reported to the MRO prior to the results being issued to the Village. The MRO will receive from the DHHS-testing laboratory a detailed report of the findings of the specimen. Each drug tested for, and alcohol will be listed along with the results of the testing. The Village will receive a summary report, and this report will indicate that the employee passed or failed the drug/alcohol test.

All of the above procedures are intended to be consistent with the most current guidelines for the Medical Review Officer (MRO) that are published by the Federal Department of Health and Human Services.

Confidentiality:

All parties to this policy and program have only the interests of employees in mind and therefore encourage any employee with a substance abuse problem to come forward and voluntarily accept our assistance program in dealing with this illness. An employee assistance program will provide guidance and direction for you during your recovery period. If you volunteer for help, the Village will make every reasonable effort to return you to work upon recovery. The Village will also take action to assure that your illness is handled in a confidential manner.

All actions taken under this policy and program will be confidential and disclosed only to those with a "need to know".

The program will be in compliance with all federal, state and local laws or regulations. An Employee's violation under the DFWP Policy shall not be reported to law enforcement officials unless required by a regulatory body or by criminal law provisions. Law enforcement authorities may be contacted and requested to come onto the Village's premises, when appropriate, in conjunction with a referral for criminal prosecution.

When a test is required, the specimen will be identified by a code number, not by name to insure confidentiality of the donor. Each specimen container will be properly labeled and made tamper proof. The donor must witness this procedure.

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Unless an initial positive result is confirmed as positive, it shall be deemed negative and reported by the laboratory as such.

The handling and transportation of each specimen will be properly documented through strict chain of custody procedures.

The Village will bear the cost of all testing procedures with the exception of a retest. An employee that tests positive for any drug as prohibited herein, has the right to have a retest done on the original split specimen. This retest may be authorized by the MRO only with the employee's written request received within three days of their notification of a positive result. The employee is responsible for the prepaid expense at the provider's current rate, and the testing must be performed by a DHHS certified laboratory. Retesting will not delay the report of the positive result to the Village and the result of the retest will also be released to the Village.

To protect the confidentiality of the employee, all records of drug and alcohol testing will be stored separate and apart from the employee's general personnel documents. Access to these records shall be limited to designated Village officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide to auditing or certifying agencies for review as may be required. Those designated Village officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records. Any breach of confidentiality with regard to said records may be a terminable offense. Any employee tested under this Policy has the right to review and/or receive a copy of their test results.

Discipline:

- A. Each employee will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy. If an employee refuses to sign a consent form authorizing the test, employment by the Village will be terminated.
- B. No employee shall refuse to submit to a pre-employment, post-accident, reasonable suspicion, and/or random or follow-up test. Refusal will result in termination.
- C. If the Employee fails to comply with or complete the requirements of the rehabilitation program, or fails any post-rehabilitation or subsequent drug or alcohol test, the employee will be terminated.
- D. Any employee attempting to manipulate the drug/alcohol testing process, such as trying to adulterate, modify or substitute a specimen will be discharged. The use of masking agents is prohibited and will result in termination.
- E. Any employee convicted of violating a criminal drug statute must inform his/her supervisor of such conviction (including pleas of guilty and *nolo-contendere*) within five (5) days of the conviction occurring. Failure to inform the Village subjects the employee to disciplinary action, up to and including termination for the first offense.

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F. An individual that tests for alcohol between the 0.02 and less than 0.08 Level:

Will be off and suspended for 24 hours.

G. Failure to report use of a prescribed mood altering medication that impairs the safety of an individual and co-workers will be considered as a positive test.

REHABILITATION

The Village will grant a one (1) time only unpaid leave of absence so that an employee can participate in a medically recognized rehabilitation program. Until such time as the Village is able to provide an Employee Assistance Program (EAP), we will assist the employee in obtaining information concerning providers of assistance services and will update this information as changes occur. The Village will assist the employee in determining the coverage provided for these services by their insurance, as applicable. In those cases where an employee successfully completes a mandated rehabilitation program, the Village shall retain the right to perform no-notice follow-up drug or alcohol testing as recommended by the treating substance abuse professional and as agreed to in the employee's return-to-work agreement. Any refusal by the employee to undergo required follow-up drug or alcohol testing will result in their immediate termination for cause.

TERMINATION NOTICES

Generally, any release of information related to drug and alcohol testing and the results of that testing require the informed consent of the individual. In those cases where drug and alcohol testing results in the termination of an employee, all termination notices will list "misconduct" as the reason for termination. Termination shall be deemed "for cause", and may limit the individual's right to unemployment or workers' compensation eligibility. However, suspensions, leaves of absence, or terminations based on violations of this policy may require that this information be presented as evidence for the Village in actions related to benefits payments without being considered a violation of confidentiality.

EDUCATION

The Village recognizes the pervasive nature of substance abuse in today's society and desires to provide its employees with information pertaining to this problem. As such, all employees will be required to participate in the Village-sponsored education programs. These programs will be provided for all employees and attendance shall be mandatory. All training will be conducted by appropriately credentialed educators. In addition, as they become available, the Village will endeavor to provide educational materials to its employees.

All employees will take part in the two (2) hour initial training, prior to program implementation or within four weeks of hire on the policy, the disease model for alcohol and drugs, signs and symptoms of substance use/abuse, and the effects of commonly used drugs in the workplace. Additionally, all employees require two-hour annual refresher training.

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All supervisors will receive an initial four (4) hours of informational, problem recognition, policy administration and skill building training, and will be included in the two-hour employee training. New supervisors will receive at least two (2) hours of initial training within six (6) weeks of promotion or hire into the position and prior of being involved in testing responsibilities. All supervisors will then receive two hours of supervisor refresher/update training and participate in the two-hour employee annual refresher training.