

**TOWN OF BELMONT  
ALCOHOL AND DRUG POLICY**

**I GENERAL**

(Section I applies to all employees of the Town of Belmont whether or not they are also subject to the requirements of the Omnibus Transportation Employee Testing Act of 1991.)

The Town of Belmont has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the Town of Belmont has established this policy regarding drug and alcohol use or abuse. Our goal will continue to be one of establishing and maintaining a work environment that is free from the effects of alcohol and drug use.

Employees of the Town of Belmont are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion. While the Town of Belmont has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in a condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the work place and on our ability to accomplish our goal of providing an alcohol and drug-free environment.

The following is the Town of Belmont's policy regarding alcohol and drugs in the workplace:

- 1 In accordance with the Federal Drug Free Workplace Act of 1988, the illegal use, sale or possession of narcotics, drugs, or controlled substances while on the job or on Town property is an offense warranting discharge. Any illegal substances will be turned over to the appropriate law enforcement agency.
- 2 Employees who are under the influence of alcohol or narcotics, drugs or controlled substances, whether on the job or when reporting for work, or who possess or consume alcohol during work hours, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Consistent with existing Town of Belmont practices, such conditions constitute proper cause for administrative action up to and including termination of employment.
- 3 Off-the-job illegal drug activity which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or Town property or equipment is proper cause for administrative or disciplinary action up to and including termination of employment as additionally provided for in the Omnibus Transportation Act of 1991. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Town and other factors relative to the impact of the employee's arrest upon the conduct of Town business.

- 4 Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens and/or depressants not prescribed for current personal treatment by a licensed physician
- 5 Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance. In addition, notification must be given at the time of any testing or screening as to any drugs or medicine being taken
- 6 Any employee, while on Town property or during that employee's work shift, including without limitation all breaks and meal periods, who consumes or uses, or is found to have in his or her personal possession, in his or her locker, desk or other such repository, alcohol or drugs, which are not medically authorized, or is found to have used or to be using such alcohol or drugs, will be suspended immediately without pay pending further investigation. If use or possession is substantiated, disciplinary action, up to and including discharge, will be imposed
- 7 Any employee who voluntarily requests assistance in dealing with a personal drug addiction or alcohol problems may participate in the Employee Assistance Program (EAP) without jeopardizing his or her continued employment with the Town of Belmont. Because the program is being offered confidentially, an employee may utilize the program without the Town's knowledge. If an employee chooses to notify the Town or request assistance from the Town regarding an alcohol or drug problem, that notice or request will not jeopardize his or her continued employment, provided the employee stops all involvement with the substance being abused, and maintains adequate job performance. While the EAP is a valuable source in dealing with personal problems, participation in the program will not prevent disciplinary action for a violation of this policy
- 8 Any employee who's job requirements include possessing a valid driver's license, who loses his/her driver's license as a result of a conviction for driving under the influence, shall be subject to disciplinary measures, including temporary reclassification or termination from employment with the Town

This statement is to clarify the Town of Belmont's operational stance and to provide for prompt effective reaction to any alcohol or drug related situation which has or could have any impact on operations. It does not alter in any way the policy of assisting employees in securing proper treatment or extending the coverage of the health benefits plan as indicated for problem drinking, alcoholism, or other drug dependencies

If an employee has not violated alcohol or drug prohibitions but would like further information or assistance on alcohol or drug issues, the employee may do so on a confidential basis through the Town of Belmont's Employee Assistance Program

#### **What are the Effects of Alcohol and Drugs on the Body?**

**Alcohol**, a nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse. A 12-ounce can of

beer, a 5-ounce glass of wine and a 1 ½ ounce shot of hard liquor all contain the same amount of alcohol. Each 1 ½ ounce of alcohol takes the average body about one hour to process and eliminate. Coffee, cold showers and exercise do not hasten sobriety.

Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgement. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers can shorten their life spans by about ten years.

#### **Other Effects**

- greatly impaired driving ability
- reduced coordination and reflex
- impaired vision and judgement
- inability to divide attention
- lowering of inhibitions
- hangover, which can be accompanied by headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles

**Marijuana**, also known as 'pot', 'weed', 'grass' and other street names, alters the user's sense of time and reduces the ability to perform tasks requiring concentration. The drug has a significant effect on judgement, caution, and sensory/motor functions.

Marijuana stays in the body for 28 days, unlike alcohol, which dissipates in a few hours.

#### **Other Effects**

- impaired driving for at least 4-6 hours after smoking one 'joint'
- restlessness
- inability to concentrate
- increased pulse rate and blood pressure
- rapidly changing emotions and erratic behavior
- altered sense of identity
- dulling of attention
- hallucinations, fantasies and paranoia
- reduction or temporary loss of fertility

**Cocaine** is a stimulant drug which increases heart rate and blood pressure. As a powder, cocaine is inhaled, ingested, or injected. Cocaine is also used as a free-base cocaine known as 'crack' or 'rock' which is smoked. The crack 'high' is reached in 4-6 minutes and lasts for about 15 minutes.

Many people mistakenly believe that, because it is smoked, crack is safer than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive drugs known today. The most dangerous effects of crack are that its use can cause vomiting, rapid heart beat, tremors and convulsions. All of this muscle activity increases the demand for oxygen,

which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing, and heart beat are depressed, which can lead to death.

#### **Other Effects**

- A rush of pleasurable sensations
- a heightened, but momentary, feeling of confidence, strength and endurance
- accelerated pulse, blood pressure and respiration
- impaired driving ability
- paranoia, which can trigger mental disorders in users prone to mental instability
- irritation of the nostrils and nasal membrane
- mood swings
- anxiety
- reduced sense of humor
- compulsive behavior, such as teeth grinding or repeated hand washing

**Amphetamines** are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical ability. Some common street names for amphetamines are 'speed', 'uppers', 'black beauties', 'bennies', 'wake-ups', 'footballs', and 'dexies'.

People with a history of sustained low-dose amphetamine use quite often become addicted, believing that they need the drug to get by. These users frequently keep taking amphetamines and avoid the 'down' mood they experience when the drug wears off.

Even small, infrequent doses can produce toxic effects in some persons. Restlessness, anxiety, mood swings, panic, heart rhythm disturbances, paranoid thoughts, hallucinations, convulsions and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair. Heavy, frequent use can produce brain damage resulting in speech disturbances.

#### **Other Effects:**

- Loss of appetite
- irritability, anxiety, apprehension
- increased heart rate and blood pressure
- difficulty in focusing eyes
- exaggerated reflexes
- distorted thinking
- perspiration, headaches, dizziness
- short-term insomnia

**Opiates** include heroin, morphine, codeine and narcotics used to relieve pain and induce sleep. Heroin, also called 'junk' or 'smack', accounts for 90% of the narcotic abuse in this country.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot even be obtained with a physician's prescription.

Most medical problems are caused by the uncertain dosage level, the use of unsterile needles, contamination of the drug, or the combination of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used.

#### **Other Effects**

- short-lived euphoria
- impaired driving ability
- drowsiness, followed by sleep
- constipation
- decreased physical activity
- reduced vision
- change in sleeping habits
- possible death

**Phencyclidine or PCP**, also called 'angel dust', was developed as a surgical anesthetic in the late 1950s. Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today, it has no lawful use and is no longer legally manufactured.

PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people otherwise not prone to such behavior. More people die from accidents caused by erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body. PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities such as driving and walking become very difficult.

Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation and convulsions.

#### **Other Effects**

- impaired driving ability
- drowsiness
- perspiration
- repetitive speech patterns
- incomplete verbal responses
- blank stare
- thick, slurred speech
- involuntary eye movement

**Questions** about this policy should be referred to the employee's supervisor or manager, and/or the Personnel Officer or Town Administrator.

**II OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991  
TESTING FOR DRUGS AND ALCOHOL**

It is the policy of the Town of Belmont to comply fully with the Rules issued by the U S Department of Transportation under the 1991 Omnibus Transportation Employee Testing Act dealing with limitations on alcohol and drug use by transportation workers, drug and alcohol testing of such workers and the reporting/record-keeping requirements relative to such testing. The Rules (found at 49 C F R s382 100 et seq ) mandate regulations concerning pre-employment, random, reasonable suspicion and post-accident drug and alcohol testing, and apply to all interstate and intrastate truck and motor coach operators, including but not limited to, school bus drivers and all Town employees who have commercial drivers licenses as a requirement of their job

The following conduct is prohibited

- 1 Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions with a breath/blood alcohol content of 0 02 percent (or higher),
- 2 Use of alcohol within the four (4) hours prior to reporting for duty,
- 3 Use of alcohol on the job,
- 4 Use of alcohol during the eight (8) hours following an accident,
- 5 Possession of any medication or food containing alcohol while driving a vehicle,
- 6 Refusal to take a required test, or tampering with samples offered at such a test,
- 7 Use of controlled substances on or off duty unless a doctor has prescribed the controlled substance and the doctor has informed the employee that the substance does not adversely affect the employee's ability to operate a vehicle safely

Violation of any of the above-cited prohibitions shall constitute immediate suspension pending further investigation. If use or possession is substantiated, disciplinary action, up to and including discharge, will be imposed.

Where there are legal differences in the requirements under the Omnibus Transportation Act and this policy, the Act takes precedence.

**III ALCOHOL AND DRUG TESTING PURSUANT TO 49 C F R s 382 100 et seq**

**A Types of Tests**

The following tests are required

- 1 Pre-Placement

All applicants for employment in positions requiring a Commercial Driver's License, or

candidates for transfer or promotion to such positions, as well as those covered employees returning from layoff, are subject to screening for use of controlled substances. All applicants who test positive for controlled substances will not be offered employment, transfers or promotions with the Town of Belmont.

2 Post-Accident

All covered employees shall be tested for alcohol and drugs after accidents involving safety sensitive vehicles. An accident is defined as an incident involving a commercial motor vehicle in which there is either a citation issued for a moving traffic violation, a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene. Tests for alcohol use shall be conducted within 2 hours, but in no case more than 8 hours of the accident, while tests for controlled substances shall be conducted within 72 hours of the accident. Employees must refrain from all alcohol and controlled substance use until the test is complete. Employees are obligated to cooperate in such testing or will be deemed to have refused. It is the employee's responsibility to make himself/herself available for testing. Generally, the employee will be accompanied to/from the testing site by a Town of Belmont employee/supervisor.

3 Reasonable Suspicion

An employee shall be tested when a trained supervisor or manager observes behavior, speech, appearance or odor that leads to a reasonable suspicion that the employee exhibits characteristics consistent with alcohol or drug use. In the case of alcohol use, the observation shall be made during, preceding or after the performance of a safety sensitive function. Tests for alcohol use shall be conducted within two (2) hours, but in no case more than eight (8) hours, after the observation is made. Tests for controlled substances will be conducted as soon as possible, but within 72 hours after the observation is made. If a test cannot be administered, the driver must be removed from performing safety sensitive duties for at least 24 hours.

4 Random

Employees shall be tested for the use of alcohol and controlled substances on a random, unannounced basis just before, during or after performance of safety sensitive functions for alcohol or at any time for drugs. Each year, the number of random alcohol tests conducted by the Town must equal at least 25% of all the safety-sensitive drivers. Random drug tests conducted by the Town must equal at least 50% of all safety sensitive drivers.

5 Return to Duty and Follow-Up

An employee who has violated the prohibited alcohol or drug standards shall be tested for alcohol and/or drug use prior to his/her return to providing safety sensitive duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after an employee returns to duty. The employee agrees to bear the expense of the six (6) follow-up tests. Follow-up testing may be extended at the employee's expense for up to 60 months under extreme circumstances following the return to duty.

To the extent practicable, all tests will be conducted during employee's scheduled work hours

After a test for post accident or reasonable suspicion, employees will be suspended and be allowed to utilize their accumulated sick leave until a test result is found. If the test result is found to be negative, sick leave utilized during the time of inability to work will be credited back. If a test result is positive, sick leave will not be credited and appropriate disciplinary action, up to and including discharge, will be imposed.

## **B Conducting Tests**

When reporting for testing, employees must present their CDL license as their identification. The employee's supervisor or manager shall transport the employee to and from the testing site.

### **1 Alcohol**

DOT rules require breath testing using evidential breath testing (EBT) devices. Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 percent alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 percent or greater, a confirmation test must be conducted. Refusal of an employee to complete and sign the breath alcohol testing form shall be deemed to be a refusal to test. In addition, blood alcohol testing can be used in reasonable Town of Belmont suspicion and post-accident testing where an evidential breath testing device is not available or where an employee is not capable of producing adequate breath.

### **2 Drugs**

Drug testing is conducted by analyzing a driver's urine specimen, and must be conducted through a U.S. Department of Health and Human Services (DHHS) certified facility. Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised.

DOT rules require a split specimen procedure. Each urine specimen is subdivided into two bottles labeled as primary and split. Both bottles are sent to the laboratory. Initially, only the primary specimen is opened and used for the analysis. The split specimen remains sealed at the laboratory. If the analysis of the primary specimen confirms the presence of illegal controlled substances, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis. The split sample analysis will be performed at the employee's expense, however, in the event that the split sample analysis results in a "negative" result, the Town shall bear the expense of the split sample analysis. Urine specimens will be analyzed for the following drugs: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including Heroin), Phencyclidine (PCP).

Testing is conducted using a two-stage process. First, a screening test is performed. If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug. Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results.

All drug tests are reviewed and interpreted by a physician designated as a Medical Review Officer (MRO) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO will contact the driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. If the MRO determines that the drug use is legitimate, the test will be reported to the Town as a negative result.

### 3 Refusal to Participate/Tampering

Any refusal to participate in any of the types of alcohol and or drug tests or recommended treatment plans or programs authorized in this policy will bring forth the same consequences under this policy as if the result of the test had been positive. If there is any evidence that an employee has engaged in sample tampering, such conduct shall be treated as a refusal to participate in testing for purposes of imposing discipline.

#### C. **Consequences of Alcohol/Drug Misuse**

- 1 Safety-sensitive employees who have any alcohol concentration (defined as 0.02 percent or greater) when tested just before, during or just after performing safety and sensitive functions must be removed from performing such duties for 24 hours, and will be sent home without pay. Disciplinary action will be imposed upon an employee whose alcohol test reveals any alcohol concentration over 0.02 percent.
- 2 Drivers who engage in prohibited alcohol or drug conduct (that is, who test positive for alcohol or drug use) must be immediately removed from safety sensitive functions. Drivers who are serving a probationary period will be terminated immediately. Non-probationary drivers will be offered an opportunity for rehabilitation in accordance with section 3 below. Non-probationary drivers who choose not to avail themselves of this rehabilitation opportunity will be terminated immediately.
- 3 Drivers who wish to continue employment with the Town of Belmont must be evaluated by a substance abuse professional and comply with any treatment recommendations to assist them with an alcohol or drug problem. The payment for any recommended treatment will be strictly at the expense of the employee (or his or her health insurance plan, if applicable). Employees will be placed on non-occupational sick leave or leave without pay status during the treatment period, whichever is appropriate.
- 4 Drivers who have been evaluated by a substance professional, who comply with any recommended treatment, who have taken a return to duty test with a result less than 0.02 percent and/or a urine drug test which is negative who are then subject to unannounced follow-up tests at the employees expense, may return to work.
- 5 Drivers who have returned to work under these conditions and who subsequently test positive for alcohol or drugs in accordance with this policy during the next five years will be terminated immediately.

- 6 Once an employee successfully completes rehabilitation, he/she shall be returned to his/her regular duty assignment or an equivalent position if one is available. As a condition of employment, the employee must comply with prescribed follow-up care.

**D Information/Training**

- 1 All current and new employees will receive written information about the testing requirements and how and where they may receive assistance for alcohol and drug misuse. The Town will conduct an education/information session for all current employees affected by this policy prior to implementation of this policy. All employees will receive a copy of this policy and must sign a Confirmation of Receipt (Attachment A).
- 2 All supervisory and management personnel in the Cemetery, Highway, Light, Recreation, and Water Departments must attend at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing.
- 3 All recruitment advertising will include the statement "Drug screening is a condition of employment" at the bottom of the advertisement/posting with the EEO statement.
- 4 All final candidates for employment will be given a copy of this policy, and be given the opportunity to review the policy in its entirety.

**E Record Keeping**

- 1 The Town is required to keep detailed records of its alcohol and drug misuse prevention program.
- 2 Driver alcohol and drug testing records are confidential. Test results and other confidential information may only be released to the employer, the substance abuse professional, the MRO, and any arbitrator of a grievance filed in accordance with this policy. Any other release of this information may only be made with the driver's consent, or in response to a court order.

**F. Pre-Employment References**

- 1 The Town must obtain and review the following information from each employer that the prospective driver worked for, in a safety-sensitive position, during the previous two years: information about a test in which the employee's blood alcohol level was 0.02 percent or greater, information about a positive drug test, and information about any refusal to participate in the alcohol and drug testing program.
- 2 The prospective employee must provide the former employer with a written release allowing the release of this information or he/she will not be hired.

- 3 If the previous employer indicates that a positive result was received, or that the employee refused to participate when selected for an alcohol or drug test, the applicant may not be appointed unless he/she has consulted with a substance abuse professional, received recommended treatment, and subsequently tested negative in a return to duty test for the former employer
- 4 The Town of Belmont must provide the same information to subsequent employers of current Town employees when provided with a written release

**G. Questions**

Questions about this policy should be referred to the employee's supervisor or manager, and/or the Personnel Officer or Town Administrator

## Definitions

Safety Sensitive Vehicles Those vehicles for which a Commercial Driver's License is required

Safety Sensitive Functions A safety sensitive function includes any of the following functions or activities

- \* on any public property, waiting to be dispatched, unless the driver is relieved from duty by the employer
- \* inspecting service brakes, including trailer brake connections, parking brake, steering mechanism, lighting devices and reflectors, tires, horn, windshield wipers, rear vision mirrors, coupling devices, fire extinguisher, spare fuses, or warning devices for stopped vehicles
- \* inspecting, servicing, or conditioning any commercial motor vehicle in operation
- \* at the driving controls of a commercial motor vehicle in operation
- \* while in or upon any commercial motor vehicle
- \* supervising or assisting in loading or unloading a vehicle
- \* attending a vehicle being loaded or unloaded
- \* while in readiness to operating the vehicle
- \* when giving or receiving receipts for shipments loaded or unloaded
- \* performing driver requirements of sections 392 40 and 492 41 of part 392, Driving Motor Vehicles, relating to accidents
- \* repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Safety Sensitive Drivers Every person who operates a commercial motor vehicle, and is subject to a commercial driver's license (CDL) requirement

**SUBSTANCE ABUSE PROGRAM  
PROCEDURE - SUPERVISOR**

Philosophy	An employer may be considered to be negligent in the event of an incident where a driver is not safe
Purpose	To evaluate an employee's fitness to perform his/her job while in a safety sensitive position, to rule out possible substance use/abuse Substance abuse testing is part of a Town policy to provide a safe work environment free from controlled substance and alcohol abuse
Testing Will Include	Urine Drug Screen Breath/Blood Alcohol Level
Procedures	<ol style="list-style-type: none"><li>1 Identification of problem When a supervisor questions an employee's fitness to perform his/her job, he must contact the supervisor in charge</li><li>2 The supervisor in charge will observe the employee's behavior and verify the need for causal drug and alcohol testing An EAP Counselor is available 24 hours/day at 1-800-888-CARE to review the situation</li><li>3 If the need for causal testing is substantiated, the supervisor must do the following<ol style="list-style-type: none"><li>a Complete the Reasonable Cause Documentation Form (Attachment E) recording observations This report is to be co-signed by the supervisor in charge</li><li>b Explain to the employee that he/she will have drug and/or alcohol testing, obtain a signed Consent Form (Attachment C)</li><li>c <i>Notify Medical Testing Services at (800)649-7442</i></li><li>d Accompany the employee to the testing site and wait for the employee Completed forms (Attachment C and E) will be delivered to testing personnel</li><li>e Drive the employee to their home following testing</li></ol></li><li>4 Employee's medical determination for causal testing is not complete until drug and alcohol levels have been received from the lab Negative results will be issued to the Town of Belmont contact person within 48 hours Positive test results may take up to one week Employees will be allowed to utilize their accumulated sick leave until</li></ol>

a test result is found. If the test result is found to be negative, sick leave utilized during the time of inability to work will be credited back. If a test result is positive, sick leave will not be credited and appropriate disciplinary action, up to and including discharge, will be imposed.

- 5 If drug and alcohol levels are determined to be positive, employees are to be referred to a Substance Abuse Professional through the Town's EAP. The EAP Counselor will meet with the employee to determine the nature of drug use or other issues. Short-term counseling and treatment recommendations or referral will be made, as required.
- 6 When the employee has complied with the recommended treatment plan or program, he/she must schedule a return to work evaluation with the EAP Counselor.
- 7 If the employee is released to return to work by the EAP Counselor, the department manager will be contacted, and a return to duty drug and/or alcohol test will be scheduled by the Town.
- 8 Following notification of negative return to duty test results, the department manager will notify both the employee and appropriate supervisor of the return to work date.
- 9 Following return to work, a total of six random drug or alcohol tests will be conducted during the first year. Periodic random testing will be conducted up to 60 months. All follow up testing will be done at the employee's expense.
- 10 Positive test results on follow-up testing will result in termination of employment.

SUBSTANCE ABUSE PROGRAM  
PROCEDURE - EMPLOYEE

Philosophy	An employer may be considered to be negligent in the event of an incident where a driver is not safe
Purpose	To evaluate an employee's fitness to perform his/her job while in a safety sensitive position, to rule out possible substance use/abuse Substance abuse testing is part of a Town policy to provide a safe work environment free from controlled substance and alcohol abuse
Testing Will Include	Urine Drug Screen Breath/Blood Alcohol Level
Procedures	<ol style="list-style-type: none"><li>1 The Town of Belmont has established a drug policy statement and has adopted procedures for causal testing and handling of employees with positive results</li><li>2 The supervisor in charge shall determine the need for causal drug and alcohol testing</li><li>3 A Reasonable Cause Documentation Report will be completed at the department by the supervisor and signed by both the supervisor and supervisor in charge</li><li>4 The supervisor will explain to the employee that he/she will have alcohol and drug testing A signed Consent Form will be obtained</li><li>5 The supervisor or manager will accompany the employee to the testing site and wait for the employee Completed forms (Attachments C and E) will be delivered to testing personnel</li><li>6 Collection of specimens per standard protocol is done by medical assistants Positive photo identification is necessary <u>or specimens will not be collected</u></li><li>7 The employee is escorted back to home and will be placed on the appropriate leave pending the results of the testing</li><li>8 Employees who test positive for drugs will be contacted by the clinic/s Medical Review Officer to determine if there is another possible cause for a positive test result The employee may opt at this time to go forward with laboratory testing on the original split urine sample The cost for this second test is the responsibility of the (1) employee if a positive result occurs, or (2) Town if a negative result occurs</li><li>9 Negative test results will be issued to the Town of Belmont contact person within 48 hours, positive test results may take up to one week Employees will be allowed to utilize their accumulated sick leave until</li></ol>

a test result is found if the test result is found to be negative, sick leave utilized during the time of inability to work will be credited back. If a test result is positive, sick leave will not be credited and appropriate disciplinary action, up to and including discharge, will be imposed.

- 10 If drug or alcohol levels are positive, employees are to be referred to a Substance Abuse Professional through the Town's employee assistance program (EAP). The EAP counselor will meet with the employee to determine the nature of drug use or other issues. Short-term counseling and treatment recommendations or referral will be made, if required.\*
- 11 When the employee has complied with the recommended treatment plan or program, he/she must schedule a return to work evaluation with the EAP counselor.
- 12 If the employee is released to return to work by the EAP counselor, the department manager will be contacted, and a return to duty drug and/or alcohol test will be scheduled at the clinic.
- 13 Following notification of a negative return to duty test result, the department manager will notify the employee of the return to work date.
- 14 Following a return to work, a total of six random alcohol and drug tests will be conducted during the first year. Periodic random testing will be conducted up to 60 months, all follow up testing will be done at the employee's expense.
- 15 Positive test results on follow up random testing will result in immediate termination of employment.

\* NOTE Employees who are referred to a Substance Abuse Program will be responsible for payment of said program. When possible, approval will be obtained through the employee's private health insurance.

**ATTACHMENT A  
RECEIPT OF ALCOHOL AND DRUG POLICY  
TOWN OF BELMONT**

I hereby certify that I have been given a copy of the Town of Belmont's Alcohol and Drug Policy and have been given an opportunity to ask questions of my supervisor about the content of this policy

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



**ATTACHMENT C  
DRUG AND/OR ALCOHOL SCREENING  
EMPLOYEE CONSENT**

I, \_\_\_\_\_, \_\_\_\_\_, understand that  
Name Social Security #

the medical examination that I am about to receive includes

- A breathalyser test for the presence of alcohol
- A blood test for the presence of drugs and/or alcohol
- A urine test for the presence of drugs and/or alcohol

I hereby give my consent to \_\_\_\_\_ to perform these tests. I understand that if I decline to sign this consent, and thereby decline to submit a sample for the test, I will be subject to disciplinary action, up to and including termination from Town service.

I further consent to the release of the results to the Personnel Department of the Town of Belmont and the department in which I am employed.

I have taken the following drugs or substances within the last 96 hours

<u>Identify</u>	<u>Name and Amount</u>	<u>Prescribing Physician</u>
<input type="checkbox"/> Sleeping Pills	_____	_____
<input type="checkbox"/> Diet Pills	_____	_____
<input type="checkbox"/> Pain Relief Pills	_____	_____
<input type="checkbox"/> Cold Tablets	_____	_____
<input type="checkbox"/> Anti-malarial	_____	_____
<input type="checkbox"/> Other	_____	_____

CONSENT GIVEN                       CONSENT REFUSED

Specimen Number \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Witness \_\_\_\_\_