

River Valley Child Development Services

Drug and Alcohol Testing Procedure

Effective: 09/08/2016

Pre-Employment Testing:

On the day of orientation, individual is to report to our local drug testing service agent (listed below) between 8 AM and 9 AM for a pre-employment drug test. Individual is to bring the names and dosages of all prescribed medications and a picture ID. Employment is contingent upon passing a drug test.

The Marshall University School of Medicine (MUSOM) is located next door to Cabell Huntington Hospital (CHH). If you are facing the entrance to CHH, MUSOM is to the right. At the information desk, individual should ask for directions to the Family Medical desk.

Marshall University
Joan C. Edwards School of Medicine
Family and Community Health Department
Huntington, WV 25701
Hours: Monday-Friday 8 AM-11 AM and 1 PM – 4 PM

1. When individual arrives at the testing site, individual completes a Urine Initial Drug Screen Result Form.
2. A ten panel drug test is completed.
3. Drug test takes approximately one hour.
4. River Valley Child Development Services (RVCDS) pays for the cost of the initial drug test.
5. As soon as results are known, a representative from our local drug testing service agent contacts Human Resources (HR) and discloses the results of the drug test.
6. Our local drug testing service agent gives each individual a copy of their results. The individual gives this to HR upon arrival for orientation.
7. Should individual fail the drug test he or she has a choice of either immediately taking another drug test at his or her own expense or removing his or her name from further consideration of employment.
8. Should individual choose to take the second drug test and passes, his or her employment is approved and they are paid for time and travel. RVCDS pays for the drug test.
9. If individual takes the second drug test and fails, he or she is not employed and neither time nor travel is paid. Individual pays for the cost of the test.
10. Individuals who voluntarily terminate employment within 90 days have the cost of their initial pre-employment drug test deducted from subsequent payroll checks through an **Assignment of Wages** form that is completed at orientation.
11. A positive drug test is reviewed by a Medical Review Officer (MRO).

How to Report Suspected Drug/Alcohol Abuse:

Reports by unauthorized observers (any employee/training participant/client/vendor/etc): Any report or calls received by unauthorized observers pertaining to an off-site or regular employee will be transferred to an authorized observer, preferably the employee's Program Director.

If an employee or any observer suspects a Program Director of drug/alcohol use, concerns should be directed to Human Resources Department.

Reasonable Cause Determinations

Current employees/volunteers are subject to a "reasonable cause determination" using observer's checklist immediate and recurring.

- If it is a recurring concern, use RCD-I and RCD attachment.
 - If it is an immediate concern, use RCD-II and RCD attachment.
 - After form and attachment is completed and determination is made, contact Human Resource Coordinator. In the absence of HR, observers may call on another observer to assist in completing checklist. Only authorized observers are: Executive Director, Directors, Assistant Directors and Supervisors.
1. If a reasonable cause is determined and substantiated by two authorized observers, employee is required to undergo a drug and/or alcohol test.
 2. Employee is advised by the Program Director/Human Resource Coordinator that he or she must remain in the HR office or the Program Director's office until the medical vendor arrives on site to do the drug/alcohol testing.
 3. Program Director/ Human Resources advises employee that his/her continued employment is contingent upon passing a drug and/or alcohol test.
 4. Program Director/ Human Resources advises employee that he/she is responsible for the cost of testing.
 5. Program Director/ Human Resources advises employee that a test will be conducted on site immediately upon arrival of medical provider.
 6. Human Resources is to contact local drug testing service agent and advise agent of the name of the individual to be tested and request the on-site test(s).
 7. A ten panel drug test and/or alcohol test is completed.
 8. When results are known, the local drug testing service agent will contact Human Resources and disclose the results of the test(s).
 9. Human Resources will follow up with Program Director to inform him/her of the test results.
 10. Should the test result(s) be negative, an individual's employment is continued and River Valley Child Development Services pay for the test(s).
 11. Should the test result(s) indicate drugs or alcohol were present in the employee's system, the employee is discharged. The employee is responsible for the cost of the test(s).
 12. Any employee who refuses to cooperate is discharged from employment effective immediately.
 13. Each positive test is reviewed by a Medical Review Officer (MRO).

Disclosure and Release of Information:

1. To maintain confidentiality all records generated, including test results, are secured in separate file from personnel file.

2. In addition, designated service agents are also required to maintain all records in confidence.
3. RVCDS or its service agents may only release information under conditions as outlined in Plan.

Access to Facilities and Records:

Copies of records are only available upon consent of employee as outlined in Plan.

Training

1. All Program Directors/Supervisors receive annual drug/alcohol awareness training.
2. Current employees receive at least one hour of training relative to River Valley Child Development Services' Drug and Alcohol Free Environment Policy annually at agency in-service.
3. New employees hired between the agency in-service through June 30 of each year receive drug/alcohol training at their initial orientation.

Information/Assistance

Current employee/volunteers who choose to address an alcohol or drug dependency/abuse issue are encouraged to seek professional help.

For information or help you may contact WorkLifeMatters at www.ibhworklife.com User name: Matters; Password: wlm70101 . This is a confidential employee assistance program. You may also consult with a counselor available 24/7 at 800-386-7055. This benefit is provided through The Guardian. See plan booklet.

