

FTA



DRUG AND ALCOHOL TESTING UNDER RULES OF THE FEDERAL TRANSIT ADMINISTRATION

Effective Date:	December 8, 1997
Revised:	February 9, 1998
Revised:	April 13, 1998
Revised:	January 15, 2003
Revised	December 1, 2006

ADDENDUM

DRUG AND ALCOHOL TESTING UNDER RULES
OF THE FEDERAL TRANSIT ADMINISTRATION FOR
COVERED (SAFETY-SENSITIVE) EMPLOYEES IN
TRANSIT

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE ABOVE NAMED
ADDENDUM AND VI. "ALCOHOL, DRUG EFFECTS, SYMPTOMS AND
INTERVENTION METHODS"

NAME

DATE

ADDENDUM

Drug And Alcohol Testing Under Rules of the Federal Transit Administration For Covered (Safety-Sensitive) Employees in Transit

I. Introduction:

A. The City is required under Federal Law to adopt a drug and alcohol testing program for certain mass transit employees. The City is further required to prohibit covered employees and applicants for covered positions from being on duty or performing safety-sensitive functions when they engage in certain conduct or are determined to have used alcohol or controlled substances. In response to these Federal requirements, and as a means of continuing our commitment to a safe and productive work environment, the City has revised its policies regarding drugs and alcohol to be in compliance with the Federal Transit Authority (FTA) rules on the prevention of Prohibited Drug Use and Alcohol Misuse (49 CFR 655), and Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40), as amended. The City has determined the consequences for violations of the program, and has set forth such in this Addendum. Safety-sensitive employees and applicants for safety-sensitive positions covered by this Addendum (covered employees), include those:

1. operating a revenue service vehicle, including when not in revenue service;
2. operating a non-revenue service vehicle when such is required to be operated by a holder of a commercial driver's license;
3. controlling dispatch or movement of a revenue service vehicle;
4. maintaining a revenue service vehicle;
5. authorized by the City to carry a firearm for security purposes; and/or
6. direct supervisors of employees described in 1 – 5 above.

B. Employees who are covered under this Addendum are subject to the following rules in addition to any other applicable programs unless otherwise provided herein or in said programs. Employees and positions covered under this Addendum include the following:

Vehicle Service Attendant, RTS
Transit Operator, RTS
Mechanic Helper, RTS
Dispatcher, RTS
Fleet Mechanic I, RTS
Fleet Mechanic II, RTS

Paint and Body Mechanic, RTS
Fleet Mechanic, Lead, RTS

In the event new classifications are created or existing classifications modified so as to have other employees in such position be required to be able to perform the duties described in A. above, employees in those positions/classifications shall also be “covered employees.”

C. Definitions

1. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.
2. Alcohol Use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
3. Vehicle means a bus, electric bus, van or automobile, rail car, trolley bus, or vessel. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.
4. Covered Employee means any employee of the City as described in A. above. This includes, but is not limited to, full-time regularly employed, casual, intermittent or occasional drivers, mechanics, dispatchers, attendants, parts specialists, and maintenance personnel.
5. Applicant means any person applying for a covered position, including employees of the City seeking promotion or transfer to such a position. Testing for applicants is limited to pre-employment tests.
6. Accident means an occurrence associated with the operation of a vehicle, if as a result:
 - (a) an individual dies;
 - (b) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident or with respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any motor vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs, including damages.

- (c) Damage to motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven. But does not include:
 - (i) damage that can be remedied temporarily at the scene of the accident without special tools or parts.
 - (ii) tire disablement without damage even if no spare tire is available
 - (iii) headlamp or taillight damage
 - (iv) damage to turn signals, horn, or windshield wipers which makes the vehicle inoperable.

- 7. Drug or Alcohol Test means a program that utilizes the procedures and protocols described in 49 CFR 40 to determine the existence of alcohol, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

- 8. Drugs/Controlled Substances mean marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

- 9. Performing (a safety-sensitive function) means an employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- 10. Refusal to take or submit to a DOT drug test means: As an employee/applicant, you have refused a drug test if you:
 - (a) Fail to appear for any test (except in the case of an applicant/pre-employment test) within a reasonable time, as determined by the employer, consistent with the applicable FTA regulations, after being directed to do so by the employer;
 - (b) Fail to remain at the testing site until testing process is completed; provided, that an applicant who leaves the testing site before testing commences for a pre-employment test is not deemed to have refused a test;
 - (c) Fail to provide a urine specimen for any drug test required by this part of FTA regulations; provided that an applicant who does not provide a urine specimen because he or she left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

- (d) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- (e) Fail to provide a sufficient amount of urine when directed, and has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (f) Fail or decline to take a second test the employer or collector has directed you to take;
- (g) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 40.1939(d). In the case of a pre-employment test, the applicant is deemed to have refused to test on the basis only if the pre-employment test is conducted following a contingent offer of employment; or
- (h) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
- (i) As an employee, if you refuse to take a drug test you incur the same consequences specified under FTA regulations for a violation of those regulations.
 - (1) As an employee when you refuse to take a non-DOT test or sign a non-DOT form, you have not refused to take a DOT test there are no consequences under FTA regulations for refusing to take a non-DOT test.
 - (2) Refusal to take an alcohol test means: As an employee/applicant you have refused to take a test if you:
 - (a) Fail to appear for any test (except in the case of an applicant or a pre-employment test) within a reasonable time as determined by the employer, consistent with the applicable FTA regulations, after being directed to do so by the employer;
 - (b) Fail to remain at the testing site until the process is complete: provided that an applicant who leaves the testing site before the pre-employment testing process commences for a pre-employment test is not deemed to have refused a test;

- (c) Fail to provide amount of saliva or breath for any alcohol test required by this part or FTA regulations; provided that an applicant who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the process commences for a pre-employment test is not deemed to have refused a test;
 - (d) Fail to provide a sufficient breath specimen, and the physician has determined through a required medical, that there was no adequate explanation for failure;
 - (e) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures;
 - (f) Fail to sign the certification at Step 2 of the ATF;
 - (g) Fail to cooperate with any part of the testing process;
 - (h) As an employee, if you refuse to take an alcohol test you incur the same consequences specified under FTA regulations for a violation of those regulations.
 - (i) As an employee, when you refuse to take a non-DOT test or sign a non-DOT form, you have not refused to take a DOT test and there are no consequences under FTA regulations for refusing to take a non-DOT test.
11. On Duty means all time from the time an employee begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
12. Safety-Sensitive Function means any of the following duties:
- (a) Operating a revenue service vehicle, including when not in revenue service;
 - (b) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL);
 - (c) Controlling dispatch or movement of a revenue service vehicle;
 - (d) Maintaining a revenue service vehicle or equipment used in revenue service, unless the recipient receives Section 18 funding and contracts out such services;

- (e) Carrying a firearm for security purposes; or
- (f) Directly supervising employees responsible for above functions.

13. Substance Abuse Professional:
A person who evaluates employee/applicant who has violated a DOT drug and/or alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

II. PROHIBITIONS AND CONSEQUENCES

A. Drug Use Prohibitions: Consumption of Drugs is prohibited at all times.

1. No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the employee:
 - (a) tests positive for use of a drug;
 - (b) refuses to be tested for use of drugs; or
 - (c) when the City has actual knowledge employee has recently (within seven (7) days prior to reporting, etc.) used a drug/ controlled substance (except that when this knowledge is gained through receipt of positive drug test results of a test taken within the prior seven (7) days, use is presumed to be “recent”).

For the purposes of this Addendum, actual knowledge shall be based upon receipt of drug test results (other than those required under this Addendum), information provided by a reliable and credible source, employee admissions, or direct observation of drug use.

2. While on duty, no employee shall use, possess, or be under the influence of any of the drugs listed in I(C) (8).
3. Paragraphs 1(a) and (c), and 2 above do not apply to the possession, in its original container, or use of a substance administered to an employee by or under the instructions of a physician who has advised the employee that the substance will not affect the employee's ability to safely perform a safety-sensitive function, and this employee has used the substance in strict accordance with said instructions. The use of drugs off duty, as prescribed by a physician, is not prohibited.

B. Alcohol Prohibitions

1. No employee shall report for duty, or remain on duty, in a position requiring the performance of safety-sensitive functions, while having an alcohol concentration of 0.04 or greater.
2. No employee shall be on duty or operate a mass transit motor vehicle while the driver possesses alcohol.
3. No employee shall use alcohol while on duty.
4. No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident test, whichever occurs first.
6. On-call employees shall be prohibited from consuming alcohol for the specified on-call hours.
 - (a) The covered employee shall have the opportunity to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function.
 - (b) The covered employees should be required to take an alcohol test, prior to performing safety sensitive functions if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.

C. Refuse To Submit/Take

No employee shall refuse to submit to or take a post-accident alcohol or controlled substances test required under this Addendum, a random alcohol or controlled substances test required under this Addendum, a reasonable suspicion alcohol or controlled substances test required under this Addendum, or a follow-up alcohol or controlled substances test required under this Addendum.

D. Consequences

All applicants, including current City employees, who seek to perform a safety sensitive function at the transit system, must pass a drug test before they are offered employment in this capacity. Any employee or applicant (for a covered position) who is employed by the City who violates any of the provisions of Subsections A through C of this Section or whose positive test for alcohol is at a result of 0.04 or greater or who otherwise violates the provisions of this Addendum, will be removed

immediately from safety-sensitive functions and is subject to disciplinary action up to and including dismissal.

An employee shall not be dismissed based solely upon a violation of A.1. (c) of this section, i.e., some additional aggravating factor (on-duty use, other improper conduct, involvement in an accident other than as defined) would need to be present for dismissal. Each employee and each applicant already employed by the City who engages in conduct prohibited by Section II A-C or who tests positive for alcohol at 0.04 or greater, or when the City has actual knowledge employee has recently used a controlled substance, shall be evaluated by a substance abuse professional who shall determine what assistance/rehabilitation program, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

Except as provided below, dismissals for a first offense will be considered an appropriate penalty absent mitigating circumstances. Applicants who are not already employed by the City will not be hired if they test positive for or have recently used controlled substances or have any measured alcohol concentration or any detected presence of alcohol.

In the event an employee submits to a random alcohol or controlled substances test, which tests positive (in the case of alcohol a concentration greater than 0.04), the employee may be allowed a one-time opportunity to participate in an alcohol/drug rehabilitation program in accordance with the procedures described in 49 CFR 40 Sub Part O (which will be prescribed by the Substance Abuse professional) in lieu of being immediately dismissed based upon such test results. However, allowing the employee to participate in such program in lieu of being dismissed is conditioned upon the driver meeting the requirements set forth in paragraph X.D. of the City's Drug-Free Workplace Program. Furthermore, such an opportunity will not be available to an employee who has previously participated in an alcohol/drug rehabilitation program as an alternative to dismissal. Employees allowed the rehabilitation opportunity described herein, may still receive disciplinary action up to a one-week suspension without pay for the positive random test in addition to required participation in the rehabilitation program.

Participation in the treatment program, be it entirely voluntary or pursuant to this subsection, will not excuse additional violations of this Addendum, the City's Drug-Free Workplace Program, work rules violations, improper conduct, or poor performance and the employee may be disciplined or dismissed for such offenses or failure to perform.

If employees test positive for alcohol with a concentration of 0.02 or greater but less than 0.04, they shall be immediately suspended without pay for the remainder of their shift and that of the entire next scheduled shift, if the next scheduled shift would begin in less than eight (8) hours after the test. In this case, vacation or sick leave may be used in lieu of being in a "no pay" status. Use of sick leave or vacation with respect to this paragraph will be granted on a one-time basis; up to a

maximum of two (2) shifts. The employee may be subject to additional disciplinary action based upon other work rule violations, and/or improper conduct associated with the incident.

In the event that the City requires the employee's presence at the collection site outside normal working hours as part of the testing process and the employee passes the drug/alcohol test, such required time outside normal working hours shall be considered actual time worked for the purpose of Section 13.4 of the ATU Collective Bargaining Agreement, if applicable.

III. TESTS REQUIRED

A. Pre-Employment Drug Testing

Before allowing a covered employee or applicant to perform a safety-sensitive function for the first time, the employee must take a pre-employment drug test administered under this part with a verified negative result. No employee or applicant can perform a safety sensitive function unless the employee or applicant takes a drug test administered under this part with a verified negative result.

When a covered employee or applicant has previously failed or refused a pre-employment drug test administered under this part, the employee must provide the City proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR S655-62.

No employee may transfer from a non-safety-sensitive function to a safety sensitive function until the employee takes a pre-employment drug test administered under this part with a verified negative result.

If a pre-employment test is canceled, the employee or applicant must still take a pre-employment drug test administered under this part with a verified negative result.

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reasons, and the employee has not been in a City DOT random selection pool during that time, the employee/applicant shall take a pre-employment drug test with a verified negative result prior to performing safety sensitive functions.

B. Post-Accident Testing

1. Fatal Accidents:

- a. As soon as practicable following an accident involving a mass transit vehicle and involving the loss of a human life, each surviving covered employee operating the mass transit vehicle at the time of the accident shall undergo drug and alcohol testing.

- b. Any other covered employee whose performance could have contributed to the accident, determined by the City using the best information available, shall undergo drug and alcohol testing.

2. Non-Fatal Accidents:

As soon as practicable following an accident not involving a loss of human life involving a mass transit vehicle, the City shall drug and alcohol test each covered employee operating the mass transit vehicle at the time of the accident, as defined in I (C) (6) (b) and (c), unless the City determines, using the best information available, that the covered employee's performance can be completely discounted as a contributing factor to the accident. Any other covered employee whose performance could have contributed to the accident, as determined by the City using the best information available shall be drug and alcohol tested.

3. Administering Post -Accident Testing:

- (a) If an alcohol test required by this section is not administered within two hours following the accident, the City shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test as required by this section is not administered within eight hours following the accident, the City shall cease attempts to administer an alcohol test and maintain the record. Records shall be submitted to FTA upon request. Post-accident drug tests shall occur as soon as practical and not later than 32 hours following the accident.
- (b) If a decision is made to not administer a drug and/or alcohol test under subsection 1B and 2 of this section, such decision shall be based on the City's determination, using the best available information at the time, of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.

4. Proper Notification:

All employees involved in an accident shall inform their management representative or other appropriate City officials as soon as possible following such accident unless medically unable to do so. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to testing. An employee leaving the scene of the accident as described below is required to notify the City of his/her location or such may be deemed by the

City as a refusal to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention of injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

5. Tests Results Associated with Accidents:

The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this Section III and Section II for purposes of the City's independent authority and power to drug test employees and take action based on the result, provided such tests conform to appropriate Federal, State, or local procedures, and that the result of the tests are obtained by the City. Such results may be used under this addendum when testing under the Section II and III has not been timely performed.

C. Random Testing

In accordance with 49 CFR 655, employees in safety-sensitive positions will be subjected to random, unannounced testing.

1. Except as provided in Paragraph 2 of this section, the minimum annual percentage rate for random alcohol testing shall be 10 percent (10%) of the average number of safety-sensitive positions.

The minimum annual percentage rate for random controlled substances testing shall be fifty percent (50%) of the average number of safety-sensitive positions.

2. Any new minimum annual percentage rate for random alcohol and drug testing, under this Addendum, will be applicable starting January 1 of the calendar year following publication of such in the Federal Register by the FTA. The City shall attempt to not test more than the above-described minimums, under this Addendum, without the consent of the Union.
3. The selection of employees for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as random number table of a computer-based random number generator that is matched with employees' social security numbers, payroll identification numbers, or other comparable identifying numbers. At the introduction of this program and once a year thereafter or more frequently for good cause shown, the City will demonstrate the method to a Union representative, if requested by the Union. Under the selection process used, each employee shall have an equal chance of being tested each time selections are made.

4. Random alcohol and controlled substances tests conducted under this Addendum shall be unannounced and the dates for administering random alcohol and controlled and unpredictable substances tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety sensitive functions are performed. The test must reasonably spread throughout all hours of operation.
5. Each employee who is notified of selection for random alcohol and/or controlled substances testing shall make himself/herself available at the test site immediately; provided, however, that if the employee is performing a safety-sensitive function at the time of notification, the employee shall safely cease performing the safety-sensitive function and proceed to the testing site immediately.
6. An employee shall only be randomly tested for alcohol while the employee is performing safety sensitive functions, just before the employee is to perform safety sensitive functions, or just after the employee has ceased performing such functions.

D. Reasonable Suspicion Testing

1. An employee performing a safety sensitive function is required to submit to an alcohol test when the City has reasonable suspicion to believe that the employee has violated the prohibitions of Section II concerning alcohol, except in the case of mere possession. The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of the employee.
2. While on duty an employee is required to submit to a controlled substances test when the City has reasonable suspicion to believe that the employee has violated the prohibitions of Section II concerning controlled substances. The City's determination that reasonable suspicion exists to require the employee to undergo a controlled substances tests must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. For a more detailed description of observations and indicators, see Section VII B2 of the City's Drug-Free Workplace Program and Section VI hereof.
3. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or management official who is appropriately trained. The person who makes the

determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.

4. Alcohol testing is authorized by this section only if the observations required by Paragraph 1 of this section are made during, just preceding, or just after the period of the workday that the covered employee is required to be in compliance with this Addendum. An employee may be directed by the City to only undergo reasonable suspicion alcohol testing while the employee is "performing" safety-sensitive functions.
5. If an alcohol test required by this section is not administered within two hours following the determination of reasonable suspicion, the City shall prepare and maintain on file a record of the reasons the test was not properly administered. If an alcohol test required by this section is not administered within eight hours following the determination of reasonable suspicion, the City shall state in the record the reasons for not administering the test.
6. A written record shall be made of the observations leading to an alcohol or a controlled substance reasonable suspicion test, and signed by the supervisory management official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier. This document shall be provided to the employee upon his/her request.

E. Return To Duty and Follow-Up Testing

1. Where a covered employee refuses to submit to a test, has a verified positive drug test result, and/or has a confirmed alcohol test result of 0.04 or greater, the City shall, before returning the employee to perform a safety-sensitive function, shall follow the procedures outlined in 49 CFR Part 40 and as prescribed by the Substance Abuse Professional (SAP).
2. In the event that an employee is allowed to return to duty/work after engaging in conduct prohibited by Section II of this Addendum, the employee will be required to comply with the treatment rehabilitation program, if any, approved by the City's Substance Abuse Professional (SAP), and will be subject to unannounced follow-up alcohol and/or controlled substances testing. The follow-up testing for each employee who returns to duty will conform to the requirements of 49 CFR Part 40, subpart O.

IV. TESTING PROCEDURES

Testing procedures for alcohol and drug tests required by this Addendum shall be in conformance with 49 CFR Part 40, a copy of which is attached hereto as Exhibit "1," The

Group Benefits Manager, is the City official designated to answer questions about testing procedures. The Human Resources Director is designated to answer questions about the consequences of failure by the City or an employee to adhere to this policy.

V. EMPLOYEE PROTECTIONS

- A. The City will undertake its best efforts to ensure that the foregoing procedures are strictly followed, thus protecting the dignity and privacy of employees.
- B. The City recognizes that, as to its employees, prevention, education and rehabilitation are the primary objectives of this program. Thus, the City shall not discharge or discipline an employee solely upon the basis of the employee voluntarily seeking treatment, while in the City's employ, for drug or alcohol-related problem if the employee has not previously committed a violation of this Addendum.
- C. The City will offer to allow two Union representatives to undergo the same training as is provided for supervisors pursuant to CFR 655.14 (b) (2). Employees will receive information and training pursuant to this program and 49 CFR part 655.
- D. Employees will not be prevented from returning to their jobs while undergoing rehabilitation, if in the opinion of the approved Substance Abuse Professional, which may be the City's EAP, the employee has properly followed recommendations for action by the SAP and such return would not endanger coworkers or the public and the employee has taken a return-to-duty test with a verified negative result.
- E. The employee shall have a right to request Union representation when:
 - 1. the employee is offered an opportunity to execute a Last Chance Agreement in lieu of being terminated as a result of a violation of this Addendum; or
 - 2. the employee is notified of requirement to take a controlled substance and/or alcohol test. If such a request is made, the City will notify the Union and facilitate, consistent with regulatory requirements and ordinary business practices, contact between the Union and the employee.
- F. A request for a Union representative and consultation with a Union representative shall not result in delaying the taking of a required test by more than one-half (½) hour, or that which would be deemed permissible by the FTA, whichever is less. The City or Union may reopen this paragraph F and E.2 above for renegotiation at any time during the term of this Addendum.
- G. If an employee has tested positive in a controlled substance test, under this Addendum, and has made a timely request to the MRO for a test of the split specimen, the City shall bear the initial cost of the split sample test. If the split sample test is positive, employee shall be required to pay for the cost of the test out

of any payments due the employee, including deductions from the termination payments.

VI. ALCOHOL AND DRUG EFFECTS, SYMPTOMS, AND INTERVENTION METHODS

1. Symptoms And Effects of Alcohol and Drugs.

Alcohol or drug problems usually manifest themselves in an employee's work performance, behavior and appearance. Some of the warning signs of any substance abuse are:

Excessive absenteeism (especially after weekends and holidays)
Frequent need to borrow money
Lack of concentration or decreased productivity after lunch or breaks
Unsatisfactory work performance
Drastic weight changes
Bloodshot eyes, runny nose
Deterioration in personal grooming and hygiene
Agitation, rapid or slurred speech, dilated pupils
Pattern of accidents
Wearing of sunglasses and long-sleeved shirts at inappropriate times

a. Effects of Alcohol Use

The chronic use of alcohol (three servings per day of beer (12 ounces), whiskey (1 ounce) or wine (6 ounces) may result in the following:

- (i) Effects On Health:
 - Dependency
 - Kidney disease
 - Ulcers
 - Fatal liver diseases
 - Alcohol-related birth defects
 - Inflammation of the heart muscle
 - Permanent brain damage
- (ii) Effects On Work:
 - Slows down physical responses
 - Progressively impairs mental functions
 - Slowed reaction times
 - More than six (6) times more likely to have an accident
 - Confusion
 - Loss of memory, judgment and learning ability
 - Permanent brain damage

- (iii) Effects On Personal Life:
Separation and divorce rate is seven (7) times the average
Two-thirds (2/3) of all Americans will be involved in an Alcohol-related vehicle accident
15 times more likely to commit suicide
Permanent brain damage

b. Signs and Symptoms of Alcohol Use

Odor of alcohol on breath
Lack of coordination
Slurred speech
Sleepy or stuporous condition
Dulled mental process
(Except for odor, these are signs and symptoms of any depressant substance.)

2. Symptoms and Effects of Drug Abuse

a. Effects Of Drug Abuse on Work, Health and Personal Life.

- (i) Marijuana:
Irritation to the lungs
Cancer
Delayed decision-making
Impaired short-term memory
Impaired signal detection (risk for users operating machinery)
Long-term effect on performance
- (ii) Cocaine:
Strong psychological dependency
Strokes and heart attacks
Death
Paranoia and withdrawal causing unpredictable and violent behavior.
- (iii) Opiates:
High risk for contracting hepatitis and AIDS due to sharing needles
Increased pain tolerance – failure to seek medical attention
Higher risk for accident caused by mental clouding and drowsiness
Financial problems
- (iv) Amphetamines:
Heart and brain damage
Heart attack and stroke

Withdrawal may cause severe physical and mental depression
Toxic psychosis – resembles schizophrenia

- (v) Phencyclidine (PCP):
Irreversible memory loss
Personality changes
Thought disorders
Death
Suicidal tendencies and mental dysfunction
Acute toxicity – possibly causing combativeness, catatonia,
convulsions and coma

b. Signs and Symptoms of Drug Abuse

- (i) Marijuana:
Reddened eyes
Distinctive odor on clothing
Chronic fatigue and lack of motivation
Chronic sore throat
- (ii) Cocaine:
Financial problems
Runny or irritated nose
Difficulty in concentration
Secretive behaviors, frequent non-business visitors, delivered
packages, phone calls
Wide mood swings – unusual defensiveness, anxiety, agitation
Insomnia
Talkativeness
Forgetfulness, absenteeism, tardiness and missed assignments
- (iii) Opiates:
Mood changes
Nausea, vomiting and constipation
Impaired mental functioning and alertness
Depression
Fatigue
- (iv) Amphetamines:
Increased heart rate and pupils
Confusion, panic
Inability to concentrate
Profuse sweating
- (v) Phencyclidine (PCP):
Extreme mood shift

Muscle rigidity
Jerky eye movements
Confusion and agitation
Dizziness

3. Intervention Methods

- (a) Employees may be referred by management or employees may personally seek assistance for help in combating alcohol and/or controlled substance abuse from the City's EAP or other community resources. The name of the City's EAP can be obtained from Employee Health Services. Information about a self-referred employee's contract with the EAP is confidential and will not be disseminated without the employee's permission. See Article X of the City's Drug Free Workplace Program and Personnel Policy No. 21 for additional information regarding the City's EAP.
- (b) Participation in an employee assistance program or a drug rehabilitation program or other community assistance program shall be paid for to the extent authorized under the City's Health Insurance Program whether the particular program is selected by the employee or the City. Information regarding the City's Health Insurance Program can be obtained from the Risk Management.
- (c) The following is a list of drug and alcohol treatment programs within the Alachua and Marion County areas. The City does not recommend or endorse any of the programs. This list is provided for information only.

**Alachua and Marion County Drug and Alcohol Treatment Programs and
Employee Assistance Programs**

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Clinical Psychology Associates of North Central Florida (EAP for employee and covered family members)	2121 NW 40th Terr Gainesville, FL 32605	(352) 336-2888
Community Behavioral Service	1212 NW 12th Avenue Gainesville, FL 32601	(352) 372-6645
Corner Drug Store of Gainesville (CDS), Inc.	1300 NW 6th Street Gainesville, FL 32601	(352) 378-1588
Vista Pavilion	8900 NW 39th Avenue Gainesville, FL 32606	(352) 338-0097
Quad County Treatment Center	913 E Silver Springs Blvd Ocala, FL 34470	(352) 732-6565

All Code of Federal Regulations or State Statutes addressed in this document are available for review in the City of Gainesville's Human Resources Office.

