



Methodist Health Services Corporation  UnityPoint Health Methodist Proctor General Administration	Page # 1 of 10	Section: A	Policy #: A-4.9
	Approved by: 	Date: 2/1/2015 Review by: 2/1/2018	
	Supersedes: 2/23/2011, 11/27/2012 Dates Revised: 2/1/2015		
	Primary Responsible Parties: Kathy Jaegle Secondary Responsible Parties: Lisa Plantamura		
	The Joint Commission Standard: HR		
SUBJECT: DRUG FREE/ALCOHOL FREE WORKPLACE			

I. POLICY

To promote an environment free of alcohol/drug use and misuse in compliance with the Drug Free Workplace Act and to provide a safe and healthy environment for the staff and the patients served.

II. PURPOSE AND STANDARD

To provide employees a process in dealing with individuals suspected of alcohol/drug use in compliance with the Drug Free Workplace Act and IDOT (Illinois Department of Transportation). Drug and alcohol testing: 1) helps prevent the hiring of applicants who illegally use drugs or controlled substances without medically acceptable prescriptions, 2) deters employees from abusing drugs or alcohol and 3) provides the opportunity for early identification and referral to treatment for employees with drug or alcohol problems.

III. POLICY SCOPE

This Policy applies to all employees and applicants of UnityPoint Methodist | Proctor.

IV. GENERAL INFORMATION

UnityPoint Methodist | Proctor is committed to assist in the prevention, identification and resolution of drug/alcohol related problems and it is the responsibility of the employee to report to work and perform the assigned duties in a safe manner throughout the shift. As part of our commitment to a drug/alcohol free workplace, employees will be tested in the following circumstances:

- **After candidates are extended a job offer**
Candidates who are extended a job offer are required to submit to a physical assessment prior to the first day of employment. The physical assessment includes a drug/nicotine screen. Please see the policy *Pre-Employment Physical Assessment*.
- **When substance use is reasonably suspected**
Employees who exhibit signs of impairment such
 - sudden changes in work performance
 - violation of safety policies
 - repeatedly not following work direction

- disorientation
- personality changes
- behavior problems
- drowsiness
- post-accident/injury
- slurred speech
- staggered gate
- glassy eyes
- unsafe practices
- smell of alcohol
- smell of marijuana
- frequent absences from the work area
- frequent call ins or tardies especially before or after a day off
- upon reasonable suspicion
- upon return to duty following a violation of this policy
- as part of the treatment plan outlined by the Work Life counselor/Addiction Recovery Center (ARC)
- any employee or group of employees required by law to be tested also refer to policy A-6.6 *Employee Return to Work*

- **After an accident**

Employees who are directly involved in a vehicle accident will be subject to a drug/alcohol screen. Refer to Vehicle Use Policy H-6.3.

- **When the law requires the test**

Any employee required to have a Commercial Driver's License "CDL" will be tested under the Department of Transportation "DOT" regulations and are subject to rand testing.

- **Use of Company Property**

It is a violation to use or be under the influence of alcohol and or drugs at any time while using company property such as a fleet vehicle, tractors, fork lifts and such equipment.

Immediate termination will result if any employee engages in any of the following:

1. Using, possessing, selling, manufacturing, dispensing, or distributing, illegal drugs or unlawfully using, possessing, selling, manufacturing, dispensing or distributing controlled substances including but not limited to amphetamines, cocaine, cocaine metabolites, barbiturates, marijuana, opiates, narcotics and phencyclidine during working hours or on premises is prohibited.
2. Drinking, possessing, selling or distributing alcoholic beverages during working hours or on premises. In certain circumstances such as the gift of an alcoholic beverage at holiday and special occasions is permissible. The beverage must be removed from premise on the same day it was received. See Catering Policy for consumption of alcoholic beverage on property.
3. Reporting to work or working with any detectable level of an illegal or controlled substance or alcohol. Extrapolation techniques shall be used as appropriate to determine alcohol levels throughout the course of the workday.
4. Pleading guilty to or being convicted of a criminal violation for using, selling, possessing, or distributing illegal drugs or for illegally using, selling, possessing, or distributing illegal drugs or for illegally using, selling, possessing, or distributing prescription drugs.

5. Theft of any drug or narcotic from UnityPoint Health Methodist | Proctor.
6. Refusal to submit to a drug/alcohol/nicotine screen.
7. Alteration and/or dilution of a specimen during the assessment process.
8. Properly using or possessing legal non-prescription drugs and/or using or possessing prescription drugs as prescribed by a physician shall not in itself constitute a violation of this policy. However, the abuse of a legal non-prescription drug or a prescription drug shall be a violation of this policy. During work hour prescribed medications such as narcotics, pain medications, mood altering medications may not be acceptable.
9. Failure to submit to a rehabilitation program at the request of UnityPoint Health Methodist | Proctor.
10. Failure to report to your manager and Human Resource Services any criminal drug statute conviction within 5 calendar days.

Employee Health Responsibility

Results of the assessment will be coordinated by Employee Health Services as part of an employee's health service records which will include the IWIRC evaluation. Employee Health Services will notify Employee Relations/designee of results that are pertinent to the employee's work status. Protected health information will be kept in the strictness of confidence.

Time away from work, pending the testing and assessment process, normally the employee will not be compensated.

Refusal to consent to a drug and/or alcohol test and/or evaluation by the employee's primary care physician or any alteration, substitution, or similar interference by an employee with any drug/alcohol test sample or specimen will result in termination.

A positive test will result in termination.

A negative test result will not preclude UnityPoint Health Methodist | Proctor from taking required corrective action when circumstances independently warrant action.

Failure of an employee to participate in the assessment process, a recognized drug and/or alcohol rehabilitation program at the request of UnityPoint Health Methodist | Proctor will result in termination.

Appropriate management will be notified of the test results. Information regarding test results/assessment will be internally divulged to others only on a need to know basis.

Employee Responsibility

Each employee is requested to advise Employee Health Services and his/her immediate Manager if and whenever he or she feels that use of a non-prescription drug or a prescription drug may affect his or her job performance. The Manager may send the employee home for the day, reassign him/her for the day or leave the employee in his/her current position.

Employees not assigned to on-call status may be requested to report to work on short notice to assist in emergency situations. An employee not in an on-call status receiving such an emergency request shall have an affirmative duty to advise his/her manager that he or she is unfit for duty within the definition of this policy. Not reporting to work in response to such a request shall not be grounds for corrective

action if the employee advises, at the time of the request to report to work, that he or she suspects that he or she is unfit for duty within the definition of this policy.

Employees who, in a timely manner, voluntarily request and who are approved for assistance in resolving problems may participate in a rehabilitation/treatment program. The Work/Life Program Coordinator/ ARC and/or Director/Manager are available to assist the employee with leave of absence and treatment/rehabilitation arrangements. Employees who volunteer to participate in treatment/rehabilitation are and remain subject to corrective action for violations of UnityPoint Health Methodist | Proctor policies.

An employee may, however, be permitted or, when appropriate, be required to take a leave of absence for the purpose of undergoing treatment/rehabilitation. Employees on leave are entitled to use Earned Time/PTO/ vacation and other benefits as outlined in UnityPoint Health Methodist | Proctor 's Leave of Absence Policy.

Employees requesting to return to work will be required to present to the Work/Life Counselor/ARC evidence of a successful completion of treatment/rehabilitation from a recognized program and/or primary care physician. The Work/Life Counselor/ARC will work with Human Resource Services and develop a plan for a return to work. As part of the return to work the employee among other requirements may be required to pass a comprehensive drug and/or alcohol test, which will be conducted by UnityPoint Health Methodist | Proctor and at UnityPoint Health Methodist | Proctor 's expense. Also, UnityPoint Health Methodist | Proctor will require as a precondition to re-entry to the workforce the employee consent to random testing (conducted by IWIRC) if appropriate. UnityPoint Health Methodist | Proctor reserves the right to terminate any employee who does not successfully complete a rehabilitation and/or treatment program for chemical dependency.

All employees are required to review the *Drug Free/Alcohol Free Workplace* policy on an annual basis. In conjunction with this annual review, employees are required to sign the performance review section which references the Drug Free/Alcohol Free Workplace policy acknowledging his/her understanding and obligations of the policies. Failure to sign the performance review section referencing the Drug Free/Alcohol Free Workplace will impact continued employment at UnityPoint Health Methodist | Proctor.

Manager Responsibility

- Any Director/Manager who knowingly allows anyone under his or her responsibility to violate this policy will be subject to termination. Additionally, any employee who observes, or has knowledge of a violation of this policy (whether by an employee or others) is requested to report such violation to his/her immediate Director/ Manager/Designee.
- When the employee's action, behavior, appearance, or hygiene are indicative of someone under the influence or unfit for duty, the Director/Manager should meet with the employee in a confidential manner; express his or her concerns regarding the employee's personal conduct. The Director/Manager should ask the employee if he/she has consumed alcohol and/or prescription or non-prescription drugs on that particular day or any others in the recent past and inform the employee he/she is being requested to submit to an assessment by the IWIRC physician.
- As soon as possible and regardless of the results of the test/assessment, the Director/Manager should document the incident. Whether or not unusual behavior or appearance is observed, this documentation should give as much detail as possible concerning any statements made by the employee and the employee's behavior and appearance, if relevant. The documentation should also contain a summary of any actions taken by any persons involved in the incident.
- Any action under this policy, the Manager/designee must notify Employee Health Services as soon as practical.

UnityPoint Health Methodist | Proctor values its employees and recognizes the need for a balanced approach to achieving a drug free/alcohol free workplace. The following are available for employees:

- UnityPoint Health Methodist | Proctor offers the ARC or a **Work Life** program, which includes counseling for chemical dependency. Employees who voluntarily utilize the ARC or **Work Life** prior to any violations of this policy may utilize this program through their own initiative.
- Employee education on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse and the availability of counseling
- Manager training. Managers have a significant role in establishing and maintaining a drug free/alcohol free environment. Their understanding and support are key factors in establishing a drug free/alcohol free environment.
- Directors/Managers, who suspect an employee of using alcohol/drugs but do not exhibit signs of such impairment or are not in violation of this policy, can recommend the ARC or the **Work Life** program.

III. PROCEDURE

- When an employee is asked to submit to an assessment, he/she should be informed the request is pursuant to UnityPoint Health Methodist | Proctor's Drug Free/Alcohol Free Workplace Policy. With the employee present, the Director/Manager should contact IWIRC (Monday – Friday 7:30 a.m. – 4:30 p.m. At other times UnityPoint Health Methodist | Proctor Emergency Departments will collect the samples and an assessment (at IWIRC) will be made for the next business day) and advise the Director/Manager/Designee on duty an assessment needs to be conducted on an employee. The Director/Manager must escort the employee to IWIRC and remain with the employee until the completion of the process. Human Resource Services should be advised of the situation.
- If the employee refuses the assessment, he/she should be informed refusal will result in termination. If the employee continues to refuse, the refusal should be documented in writing and the employee should sign the refusal. Upon the refusal, the employee should be placed on an Administrative Leave. (see policy on "Administrative Leave")
- If the employee consents to an alcohol/drug screen, he/she should do so in writing on the UnityPoint Health Methodist | Proctor "Consent and Release" form. These forms are the responsibility of IWIRC and are kept in Employee Health Services.
- Normally, each screen will consist of a breath alcohol test and an 11 panel drug screen. Screening for additional substances is at the discretion of UnityPoint Health Methodist | Proctor. Any dilute specimen will be repeated by an observed/witnessed specimen.
- A "Chain of Custody" form and "Consent and Release" form must be completed on all employees tested. These forms must be completed at the time of specimen collection. The specimens will be obtained at IWIRC during business hours or the UnityPoint Health Methodist | Proctor Emergency Departments after hours and weekends.
- Any positive drug screen result is confirmed by the testing lab and by the MRO (Medical Review Officer) at IWIRC. Additionally, the employee will be provided the opportunity to obtain a written explanation for the test results by the MRO
- The employee should be placed on Administrative Leave. If appropriate, the Director/Manager shall assist in arranging transportation, drive the employee home, or call him/her a taxi.
- If the IWIRC physician refers the employee for an assessment by his/her primary care physician,

the recommendation of the primary care physician will be submitted to the Work/Life Counselor/ARC and/or IWIRC and the employee will need a release to return to work and IWIRC will review and provide the final release.

- If return to work is appropriate, the Work/Life Counselor/ARC will work with Human Resource Services to develop a return to work agreement for the employee.
- Any action under this policy, the Manager/designee must notify Employee Health Services as soon as practical.
- As soon as possible and regardless of the results of the test/assessment, the Director/Manager should document the incident. Whether or not unusual behavior or appearance is observed, this documentation should give as much detail as possible concerning any statements made by the employee and the employee's behavior and appearance, if relevant. The documentation should also contain a summary of any actions taken by any persons involved in the incident.
- Positive test results will be reviewed by the MRO at IWIRC and he/she will ascertain whether any use of a prescription drug and/or use of a non-prescription drug, or use of alcohol, or a controlled or illegal substance has occurred in violation of this policy. The MRO's conclusions will be communicated to Employee Health Services. Employee Health Services will notify Employee Relations/designee of the results.
- Employee Relations/designee will advise the Director/Manager of the test results. The Director/Manager should consult Human Resource Services prior to contacting the employee in question to discuss what, if any, further action should be taken.

References & Policy History:

References:

General Administrative Policy A-4.4 – Corrective Action
General Administrative Policy A-6.6 – Employee Return to Work – Non-Work Related
General Administrative Section A-5: Leave of Absence Policies
General Administrative Section A-6.2 Pre-Employment Physical Assessment

Related Policies:

General Administrative Policy A-8.1 – Catering

Any and all revisions or modifications to this policy must be approved by the Vice President of Human Resources/CHRO.

Drug Free/Alcohol Free Workplace Statement

UnityPoint Health Methodist | Proctor is committed to providing and maintaining an environment free of alcohol/drug use and misuse. The use and misuse of alcohol/drugs can impair the judgment of the employee, impacting the ability to satisfactorily perform assigned job duties in a safe and secure manner.

Any employee involved in one or more of the following are subject to termination:

- Reporting to work or working under the influence of alcohol and/or drugs, unlawfully using, possessing, selling, manufacturing, dispensing, or distributing illegal drugs or controlled substances including but not limited to amphetamines, cocaine, cocaine metabolites, barbiturates, marijuana, opiates, narcotics and phencyclidine during working hours or on premises (including but not limited to buildings, grounds, lockers, and parking facilities.)
- Drinking, possessing, selling or distributing alcoholic beverages during working hours or on premises. See Catering Policy for consumption of alcoholic beverages on property.
- Pleading guilty to or being convicted of a criminal violation of using, selling, possessing, or distributing illegal drugs or for illegally using, selling, possessing, or distributing prescription drugs.
- Refusal to submit to a drug/alcohol screen
- Theft or diversion of any drug or narcotic
- Failure to submit to a rehabilitation/treatment program at the request of UnityPoint Health Methodist | Proctor
- Violation of the *Drug/Free alcohol Free Workplace Policy*

As an employee of UnityPoint Health Methodist | Proctor, if I'm convicted for any drug related law, I have an obligation to report the conviction within 5 calendar day (five) days to my respective manager and Human Resource Services.

In an effort to assist and aid individuals, UnityPoint Health Methodist | Proctor has available a **Work Life** program (800-433-7916)/Addiction Recovery Center (309-691-1055) which includes chemical dependency counseling.

I _____, an employee of UnityPoint Health Methodist | Proctor, am aware and understand the duties and obligations to abide by the *Drug Free/Alcohol Free Workplace* policy as a condition for continued employment.

Signature/Date

Social Security Number

Name Printed

Witness Signature/Date

Department

Witness Name Printed

Employee ID Number

**COMPREHENSIVE DRUG/ALCOHOL TEST
EMPLOYEE CONSENT and RELEASE FORM**

I, _____, an employee of UnityPoint Health Methodist/Proctor, state that I have read and understand the written Drug Free /Alcohol Free WorkPlace policy. I hereby give my consent for submitting urine samples and breathe alcohol (BAT) for the purpose of performing comprehensive drug and alcohol tests. I authorize the release of the test results to the Employee Health Services and the Employee Relations Representative of Human Resource Services, and others as indicated in, and in accordance with, the written Drug Free/Alcohol Free WorkPlace policy.

Within the past 14 days, I have taken or ingested the following listed medications or drugs: _____

(If none, insert the word "none")

Signature of Employee

Date

Signature of Witness

Date

- Important Note:**
- 1) Test includes breath alcohol, and 11 panel comprehensive drug screen.
 - 2) Chain of custody report must be used.

Physician/Health Care Provider Return to Work Report

Name: (please print) _____

Date of Exam: _____ **Date of Birth:** _____

- Person is medically fit to return to work without restrictions on _____ (date). Person is determined able to perform the essential job functions, **AND** is **NOT** prescribed medication that could affect job performance.

- Person is on medication (including PRN) that could affect job performance or could affect safety sensitive decisions/job duties.

- Person is medically qualified to return to work on _____ (date) with the following limitations or restrictions **Please be specific. For example**, “limited walking” could be clarified as “walk three minutes then rest three minutes before repeating”: **AND** is **NOT** prescribed medication that could affect job performance.

Designated stop date of restrictions: _____

- Person is not medically qualified for work at this time.

Comments:

Provider Signature: _____ **Date:** _____

Provider Print Name: _____

Phone Number: _____

Please return to Methodist Employee Health Fax # 309-672-4121