

MACOMB COUNTY HUMAN RESOURCES POLICY

DRUG & ALCOHOL TESTING

Macomb County is committed to providing a safe and productive workplace free from the impacts of drugs and alcohol. While this Policy applies to all employees, certain employees, for example drivers of some County vehicles or employees otherwise covered by Federal and State regulations, are subject to special rules regarding the use of drugs and alcohol and the County's obligation to test for such use. In the event any provision of this Policy is less strict than any position specific special rules, the position special rules shall govern for these employees. Employees who have a valid Medical Marijuana Program card are not exempt from this Policy.

Drug and alcohol testing will be administered on the following basis:

Reasonable suspicion: An employee shall submit to a drug and alcohol test if there is reasonable suspicion that the employee in question is under the influence, impaired, or otherwise affected by the use of an unauthorized prescription drug, or non prescription drug, illegal drug, controlled substance, and/or alcohol.

Post-accident/illness: An employee involved in an on-the-job accident/injury or illness requiring a clinic or emergency room visit, will be subject to drug and alcohol testing immediately following the accident/injury or illness. In cases where the employee is taken to the Emergency Room, or does not immediately test, the employee must follow-up with the County's clinic as soon as possible.

When an employee is directed to submit to a drug and alcohol test, the County will notify the employee of the results as soon as possible after receiving the results from the clinic and/or laboratory. An employee tested due to reasonable suspicion will be placed on administrative leave immediately after testing until the drug and alcohol test results are received. The County will treat the refusal to submit to the drug and alcohol test or comply with a Medical Review Officer (MRO) as a positive drug test.

Positive drug test: A drug and/or alcohol test that indicates the employee had a positive marker for one of the drugs screened and/or a blood alcohol level of .04 or greater.

Medical Review Officer: A positive test result will be reviewed by a Medical Review Officer (MRO) before being reported to Human Resources and Labor Relations, as a positive test result may be the result of a lawfully prescribed medication or ingestion of lawful substances, the employee will be able to discuss and provide evidence of prescription to the MRO.

An employee who voluntarily discloses a problem with controlled substances or alcohol will not be disciplined for such disclosure alone, however, if the disclosure is subsequent to an event that subjects the employee to discipline, discipline may still be imposed for the inappropriate action or inaction.

After receiving an employee's voluntary disclosure, Macomb County shall permit the employee an immediate leave of absence to obtain medical treatment or to participate in a rehabilitation program.

After receiving an employee's voluntary disclosure, the employee will be removed from the duties of the position until the employee submits to and passes a follow-up drug and alcohol test.

The County may also require the employee to submit to further follow-up testing as a condition of continuing employment or returning to work.

Disciplinary action for violations of this Policy shall be as follows:


1. Immediate termination for any employee in a position subject to Department of Transportation guidelines.
2. For all other employees:

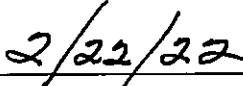
First offense will result in a ten (10) work day disciplinary suspension coupled with referral to the Employee Assistance Program, and future random drug/alcohol testing. Such discipline shall be imposed under "last chance" guidelines.

Second offense will result in termination of employment and shall not be subject to the disciplinary action appeal process.

It is the intent of this Policy to ensure that employees suffering from alcohol or drug dependency will not have their job security and promotional opportunities jeopardized solely by a request for help. Satisfactory job performance is still mandatory, and an employee has the primary responsibility for seeking help and for maintaining a treatment program as necessary. An employee seeking treatment, either from a physician or through an Employee Assistance Program, will not avoid disciplinary action if he or she does not meet satisfactory job performance standards or other conditions of employment.

Approved:


Office of County Executive


Date

Approved: July 8, 2014
Revised: June 26, 2015
Revised: September 26, 2016
Revised: February 1, 2022