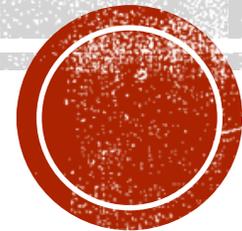


DRUG-FREE WORKPLACE

Online Annual Training

2016



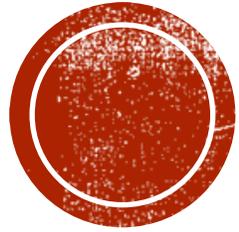
TCA § 50-9-101

&

THE
DRUG-FREE
WORKPLACE
ACT

The Drug-Free Workplace Act of 1988 requires *some* Federal contractors and *all* Federal grantees to agree that they will provide drug-free workplaces as a precondition of receiving a contract or grant from a Federal agency.





**RUTHERFORD COUNTY MAINTAINS A DRUG-FREE
WORKPLACE AWARENESS PROGRAM**

EFFECTIVE: SEPTEMBER 1, 2011

- All new hires are required to submit to a background check and drug screen
- All new hires will be screened post offer.
- All employees in **safety-sensitive, public health,** and/or **public safety** positions that are responsible for the health, safety, and welfare of the general public and their fellow employees may be subject to random testing for controlled substances and alcohol.



“Safety-Sensitive Position” means...

...a position involving a safety-sensitive function pursuant to regulations governing drug testing adopted by the United States Department of Transportation.

...with respect to a public employer, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety.



“Safety-sensitive position” includes a position that requires the employee to carry a firearm, perform life-threatening procedures, work with children, work with confidential information or documents, including legal documents, work with controlled substances, or a position in which a momentary lapse in attention could result in injury or death to another person.



THESE INCLUDE:

- CDL DRIVERS
- NON CDL DRIVERS
- LAW ENFORCEMENT
- CORRECTIONS
- HEALTH CARE
- PAWS
- SECURITY
- EMS
- EMA



RUTHERFORD COUNTY



recognizes **DRUG** and **ALCOHOL** dependency as treatable illnesses.

will **assist** employees with seeking proper treatment **with referral to the appropriate agencies.**

Referral will be without penalty and must be a **voluntary** request of the employee **prior** to being selected for random drug testing, taking the drug test, and testing positive.

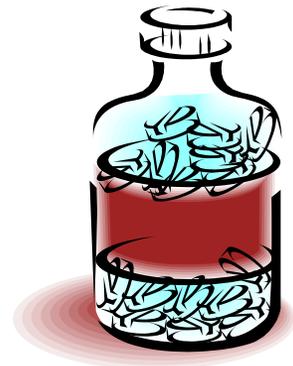
All employees may be required to submit to reasonable suspicion Drug or alcohol testing.

All employees who have accidents that result in bodily injury while on duty will be required to submit to a drug test per the OJI program.

All employees who have accidents that result in property damage while on duty will be required to submit to a drug test per post-accident drug screen policy.



Rutherford County recognizes that certain drugs, although he/she can be prescribed and taken legally, are also potential detriments to job performance and health.



IT IS THE RESPONSIBILITY OF THE EMPLOYEE . . .

...to inform their Elected Official, Director, or Department Head, **prior** to the start of the work day, when taking prescribed medications that may alter behavior or affect job performance.

Any employee whose judgment, behavior, or job performance is impaired to the point that their work can no longer be performed appropriately may have to submit to a drug and alcohol test.

A medical confirmation of recent use of illegal or controlled drugs and/or alcohol may be considered sufficient reason for the **termination of the employee.**



A **conviction** for the **possession, use, sale, or manufacture** of unauthorized or illegal substance **off or on county property** will be considered reason for **termination of employment**.

Unlawful manufacture, possession, use, sale, or distribution of unauthorized illegal drugs and/or alcohol **during work hours or at any time on the County's property** while acting in any capacity as a County employee will be considered **reason for termination of employment** and notification to the local law enforcement agency.

Return to duty, treatment completion, and follow up testing may also be conducted when deemed appropriate.



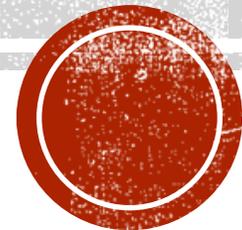
Any employee whose position is funded through grant monies must report to the Rutherford County Human Resources Office any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The Rutherford County Human Resources Office will notify the grant officer, in writing, within 10 calendar days after receiving notice of a conviction. The notice will include position title and the identification number of each affected grant.

GRANT FUNDED POSITIONS

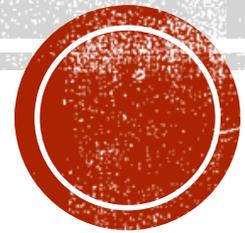


REFUSAL TO SUBMIT OR CONSENT AND FAILURE TO REPORT TO COLLECTION SITE FOR DRUG TESTING WILL BE CONSIDERED INSUBORDINATION AND WILL BE CONSIDERED GROUNDS FOR TERMINATION.



EVERYONE . . .

shares the responsibility for maintaining a safe work environment and co-workers should encourage anyone who has a drug or alcohol problem to seek help.



RUTHERFORD COUNTY EMPLOYEE HANDBOOK

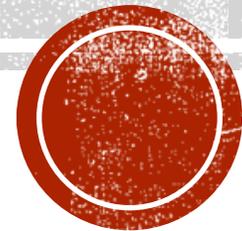
1. Go to Rutherfordcountyttn.gov
2. Click “Employees Only” on left side of screen
3. Sign into Office 365
4. Click “Documents” at the top of the screen
5. Click on the “Handbook” folder.
6. Click on the “RCG Employee Handbook 2009”
7. Drug-Free Workplace is section 1011 starting on page 14.

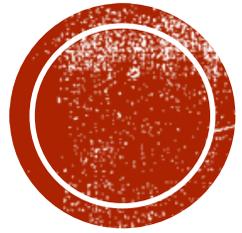


QUESTIONS OR CONCERNS?

CONTACT

HUMAN RESOURCES AT 615 494 4480





QUIZ

Please follow the link below!

<https://secure.rutherfordcountyttn.gov/hrquiz/drugfree.aspx>