

**TESTING EMPLOYEES AND APPLICANTS
FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL
AND ILLEGAL CHEMICAL SUBSTANCES**

POLICY

The Tulsa Technology Center Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

1. Statement of Purpose and Intent

- 1.1 The safety of students, employees and visitors to the District of the Technology Center is of paramount concern to the School Board.
- 1.2 Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students, other employees and visitors to the District.
- 1.3 The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students and visitors to the District.
- 1.4 Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
- 1.5 The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. (Supp. 1994). This Policy will not infringe on those rights.
- 1.6 As a part of this Policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance

abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.

- 1.7 Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
- 1.8 This Policy will apply to all employees of the Technology Center regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the Technology Center's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991.
- 1.9 Violations of this Policy will subject the employee to disciplinary action, including termination.

2. Definitions

- 2.1 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
- 2.2 "Alcohol" means ethyl alcohol or ethanol.
- 2.3 "Under the influence" means any employee of the Technology Center or applicant for employment with the Technology Center who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

- 2.4 “Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- 2.5 “School property” means any property owned, leased or rented by the Technology Center, including but not limited to school buildings, parking lots and motor vehicles.
- 2.6 “Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person’s blood, bodily tissue, fluids, products, urine, breath or hair.
- 2.7 “On duty” means any time during which an employee is acting in an official capacity for the Technology Center or performing tasks within the employee’s job description, including the taking of an annual physical examination.
- 2.8 “Reasonable suspicion” means a belief that an employee is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
- a. Observable phenomena, such as:
 - (1) The physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or
 - (2) The direct observation of alcohol or drug use while at work or on duty;
 - b. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
 - c. Evidence that an individual has tampered with an alcohol or drug test during his employment with the Technology Center; or
 - d. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the Technology Center’s premises or operating the School Technology Center’s vehicles, machinery or equipment.

2.9 “Bus driver” means:

- a. A Technology Center employee who is required to have a commercial drivers’ license (“CDL”) to perform the employee’s duties;
- b. Employees of independent contractors who are required to have a CDL;
- c. Owner-operators;
- d. Leased drivers; and
- e. Occasional drivers.

2.10 To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures for Alcohol or Illegal Chemical Substance Testing

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test

coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

- 3.2 If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
- 3.3 If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
- 3.4 Upon written request, the applicant for employment or the employee will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
- 3.5 Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The Technology Center will rely on the opinion of the Technology Center's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second gas chromatography/ mass spectroscopy test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within thirty (30) days after the date the positive test result is communicated to the employee or applicant and subject to the approval by the Technology Center's consulting laboratory that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the Technology Center will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

- 3.6 The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the Technology Center will not report on or disclose to the Technology Center any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

4. Employee Alcohol and Drug Use Tests - When Required

- 4.1 Employees will be required to submit to alcohol and/or drug use testing as a required part of an annual physical examination to determine physical fitness for duty for: (a) school vehicle mechanics and (b) all other employees who are required to take an annual physical examination and whose job duties require them to be engaged in activities which directly affect the safety of others. Each employee who is to be tested for alcohol or illegal chemical substances as a part of an annual physical examination will be given at least thirty (30) calendar days' notice of the date of his physical examination and attendant alcohol or drug use test. The annual physical examination shall be deemed "work time" for purposes of compensation and benefits.

- 4.2 Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of alcohol or an illegal chemical substance will be required to take an alcohol and/or drug use test.
- 4.3 When the Technology Center has a reasonable suspicion that an employee or other person has sustained a work-related injury or the Technology Center's property has been damaged as a direct result of the employee's use of alcohol or drugs, alcohol and/or drug use testing will be required.
- 4.4 Random drug use and/or alcohol testing of school vehicle mechanics and employees who are engaged in activities which directly effect the safety of others will be conducted on a random selection basis. The term "random selection basis" means a mechanism for selecting employees for alcohol and/or drug testing that:
- a. Results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. Does not give the Technology Center discretion to waive the selection of any employee selected under the mechanism.
- 4.5 Following a confirmed positive test or following participation in an alcohol or drug dependency treatment program under any benefit plan or at the request of the Technology Center, the Technology Center may request or require an employee to undergo alcohol or drug testing without prior notice for a period of up to two years, commencing with the employee's return to work.

Any employee who refuses to take an alcohol or drug use test when so required under the provisions of this Policy will be deemed to have committed an act of insubordination or willful neglect of duty which will be the basis for disciplinary action, including termination.

5. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6. Alcohol and Drug Use Tests of Applicants for Employment When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7. Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8. Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

8.1 The Superintendent of Schools;

8.2 Any employee designated for such purposes by the Superintendent or the School Board.

9. Circulation of Policy

This policy shall be given broad circulation to all employees of the Technology Center which shall include prominent posting at various places in the Technology Center. Each employee shall be given a copy of this Policy at the beginning of each school year and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment.

10. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in contravention to the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the Technology Center and its employees consistent with the Act.

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PROCEDURES

I. OBSERVATION (REASONABLE SUSPICION)

- A. When abnormal behavior is reported or observed, the Supervisor of the observed employee or other Administrator will complete documentation of the situation. The "Reasonable Suspicion Testing" Incident Form (D&A Form 1) will be used.
1. The observing administrator will record personal observations: Time, date, location, behavior or details of symptoms, incident, etc.
 2. The observing administrator must, if at all possible, request another available supervisor/administrator to also observe the employee and record the observations.
- B. Should both parties concur that the employee is at work while under the influence of drugs and/or alcohol, or is in the possession of drugs and/or alcohol, the Department Director or Campus Director, and the Human Resources Director manager should be advised of the situation as soon as possible.

NOTE: "Reasonable Suspicion" means a belief that an employee is using or has used drugs or alcohol in violation of the District's written policy drawn from specific objective and articulable facts, with reasonable inferences being drawn from those facts in light of experience, and may be based upon, among other things:

- C. Observable behavior, such as:
1. The physical symptoms or indications of being under the influence of a drug or alcohol while at work or on duty, or
 2. The direct observation of drug or alcohol use while at work or on duty,
 3. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated.
 4. Evidence that an individual has tampered with a drug or alcohol test during his employment, or
 5. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on District premises or while operating a District vehicle, machinery or equipment, or while operating personal vehicle while on District business during regular work hours.

II. CONFRONTATION

- A. The supervisor will remove the employee from the work area, accompanying him/her to a private area, if possible. Under no circumstances is the employee to be left alone, once a determination is made that reasonable suspicion exists.
- B. The supervisor will inform the employee that the employee's behavior has been observed and the observer(s) are of the opinion that the employee is using, in possession of or is under the influence of alcohol and/or drugs.
- C. If the incident is behavior or performance related, the supervisor will review the observation/problem with the employee. The employee will be allowed to provide an explanation of the behavior or performance that failed to meet expectations.
- D. If an employee cites illness as a factor or states medication is being taken, these details should be documented:
 - 1. Name of the medication.
 - 2. Prescribing doctor's name, address, telephone number
- E. If the medication is available, the supervisor may request to inspect the medication and container. The supervisor should:
 - 1. Note pharmacy name, date, address, telephone number, dosage, name of medication, prescribing physician.
 - 2. Try to obtain a sample of medication and preserve it for evidence.
 - 3. Inquire if anyone in District Administration was aware of the employee's need to take the medication.
- F. After confirming with the Director of Human resources or Chief Operations Officer, the supervisor will ask the employee to take a drug and/or alcohol test, explaining to the employee the options and alternative.
- G. If the incident is related to the suspicion that an employee is "in possession" then the employee's locker, desk or personal property, located on District premises may be subject to search.
 - 1. The supervisor should Inform the employee of the reasons for suspecting that they are "in possession" and provide opportunity for discussion/ explanation.
 - 2. Where search is deemed necessary, the supervisor and another administrator or member of District Security will advise the employee of that opinion and provide the employee ample opportunity to submit to such a search voluntarily. If the employee refuses to consent to a search, the area should be secured and the employee denied further access to the area. The area may then be searched by proper Security personnel after removing the employee from the area.

3. If alcohol, drugs or drug related paraphernalia is discovered, the supervisor will contact the Superintendent or his designee to obtain approval for employee suspension. If approval is granted, the employee is immediately suspended subject to an investigation and determination regarding continued employment.

- H. If the employee refuses to submit to a drug and alcohol test when requested, the supervisor should document the refusal, with a witness(es).
1. The employee is put on administrative leave, and a reasonable attempt will be made for the employee to be driven home by a family member, co-worker, or administrator.
 2. If the supervisor believes the employee to be significantly impaired, and the employee refuses a ride home and insists on driving him/herself, the police should be notified of a possible DUI.

III. TRANSPORTATION TO COLLECTION FACILITY

- A. Where it is concluded, either due to behavior/performance or as the result of discovering an employee is "in possession" that a drug test should be administered, the employee should be requested to sign the consent form. (See D&A Form 2)
- B. Once the employee signs the consent form (D&A Form 2) then:
- C. The supervisor calls the selected sample collection facility and advises that the employee will be brought in for drug testing. (See D&A Testing Facilities)
1. The employee is driven by the supervisor or, preferably by another member of administration to the facility.
 2. If testing is required after hours call after-hours number of the facility for instructions. (See D&A Testing Facilities List)

IV. TESTING METHODS AND COLLECTION PROCEDURES

- A. Initial tests for alcohol will almost always be through breath or saliva samples (blood samples may be used in limited situations). Confirmation tests will be through breath or blood samples. Testing of urine samples for alcohol will be conducted in accordance with U.S. Department of Transportation guidelines.
- B. Substance screening is conducted through urine tests for the drugs and their metabolites listed in this policy.

V. PRIOR TO COLLECTION

- A. Drug screening (Drug test) provider personnel (Collector) will request photo identification from the District employee who is to provide a urine sample (Donor). Proper photo identification may be either a District photo badge or a driver's license with a photo.
- B. If the donor has no photo ID, then the identification must be made by a District official at Director level or above, who can positively identify the individual. The District official's name, the date, and the time of verification will be documented.
- C. The donor completes the Drug Testing Custody and Control Form and transfers it to the collector.
- D. The donor is offered an opportunity to identify any medications he/she is taking, or identify any legitimate reasons he/she may have been in contact with alcohol or illegal chemical substances. This voluntary information is documented on a separate form which will be available to the Medical Review Officer (MRO).
- E. The collector fills out the applicable information on the form, including:
 - 1. The MRO information in the appropriate section.
 - 2. The reason for the drug testing (pre-employment, periodic, random, reasonable suspicion, follow-up, or post-accident).
 - 3. The drugs which are to be tested (amphetamines, cannabinoids, cocaine, phencyclidine [PCP], hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of these).
- F. The collector has the donor to remove any unnecessary outer garments such as a coat or jacket and any bulky items from his/her pockets.
- G. All personal belongings, such as a purse or briefcase, remain with the outer garments in a secured area.
- H. The donor is instructed to wash and dry his/her hands. The donor remains in the presence of the collector and does not have access to fountains, faucets, soap dispensers, or any other materials which could be used to adulterate the specimen.
- I. The donor selects a urine specimen collection kit that is in a sealed wrap.

VI. COLLECTION

- A. The donor enters a stall or otherwise partitioned area that permits individual privacy.
- B. The Collector remains nearby to listen for the normal sounds of urination in order to further guard against adulteration of the sample being provided.
- C. The collector receives the specimen from the donor. (The collector wears rubber gloves for his/her personal protection.)
- D. The donor is provided an opportunity to wash his/her hands after providing the specimen.

VII. AFTER COLLECTION AND UPON RECEIPT OF SAMPLE

- A. The collector measures the temperature of the specimen (temperature strip in on the cup).
 - 1. Acceptable range is 90.5°F – 99.8°F.
 - 2. Time from urination to temperature measurement shall not exceed four minutes.
- B. The collector records the temperature on the custody and control form if it is out of range.
 - 1. If the specimen temperature is out of range, offer the applicant an opportunity to have an oral temperature measured to explain the temperature out of range.
 - 2. If the oral temperature does not explain the difference, record the actual temperature of the urine on the chain of custody form.
- C. The collector transfers the specimen from the collection container into the two bottles provided.
- D. If the toilet has a water tank, the collector checks that the security tape is still intact.
- E. Both the collector and the donor keep the specimen in view at all times, prior to its being sealed with security seal.
- F. The collector initials both security seals while they are still on the custody and control form.
 - 1. The donor observes the collector placing one tamperproof seal over each bottle's cap and down the sides of the bottle.
 - 2. The donor then initials both bottles security seals on the bottle.

- G. The donor and the collector complete the required information on the custody and control form. The collector must, at a minimum, provide two signatures and dates (a) when the specimen is received; and (b) when the specimen is shipped.
- H. On the MRO's copy, the donor provides a phone number where the donor can be reached within the next few days and his/her date of birth. The donor receives the "donor copy" of the custody and control form.
- I. The collector notes any unusual circumstances, behavior, or occurrences associated with the collection on the custody and control form.
- J. The collector prepares the specimen for shipment :
 - 1. Specimens should be shipped within 24 hours of collection if possible.
 - 2. The date and purpose shall be documented on the custody and control form each time a specimen is handled or transferred, and every individual involved must be identified.
 - 3. If the specimen is not immediately prepared for shipment, it must be appropriately safeguarded (secured) during temporary storage.
- K. The collector ensures that the custody and control form is included with each container sealed for shipment to the drug-testing laboratory.
- L. The collector forwards the "Medical Review Officer's" (MRO) copy of the custody and control form to the appropriate MRO.
- M. The collector ships the specimens to the drug-testing laboratory.
- N. The collector distributes the other copies of the custody and control form appropriately.

VIII. CONCLUSION OF COLLECTION PROCESS

- A. After testing is complete, the employee is suspended pending investigation and receipt of the test results. The employee is to be transported to their home unless arrangements have been made for someone else to drive the employee in his/her car to their home.
- B. The employee will be paid for all time missed while under suspension if the results are negative. If the results are positive the employee will not be paid while under suspension.

IX. TESTING AND REPORTING RESULTS

- A. A positive alcohol test using a evidential breath test (EBT), is confirmed by way of a second EBT. EBT results, either negative or positive, are reported directly to the TTC Human Resources department and are not subject to additional testing in a laboratory. In certain situations, the collection facility may elect to conduct blood alcohol testing with submission of samples to the Laboratory facility.
- B. The Collection facility submits the drug testing urine samples obtained, along with chain of custody documents to the Laboratory facility. The Laboratory facility conducts the analysis of the samples and reports negative drug test results to the appropriate Collection facility (Clinic) personnel. Clinic personnel report negative test results to the Human Resources Department.
- C. Positive results from laboratory tests conducted on urine and blood samples are delivered to the Medical Review Officer (MRO), an independent licensed physician, who is responsible for interpreting the positive results of the tests.
- D. The MRO will initially verify that the collection process was followed appropriately and chain of custody documentation is intact.
- E. The MRO, within a reasonably brief time, will then contact the donor and attempt to obtain a explanation for the positive results obtained. The MRO will presume a reasonable alternative medical explanation for the positive results and attempt to corroborate this explanation by inquiry of the donor, the donor's physician and/or pharmacist.
- F. Samples which are reported by the testing lab as diluted or adulterated will also be reviewed by the MRO. The District will treat an adulterated or diluted test, the same as a positive result.
- G. After review with the donor of possible alternative medical explanations for the positive result, the MRO will make a determination based on professional opinion, and contact the District HR Director and report either test positive or test negative for the donor.
- H. An employee whose test is reported as negative will be returned to work as soon as possible. An applicant whose test is reported as negative may proceed in the hiring process.
- I. An employee whose test is reported as positive, is advised by the MRO of the opportunity for retesting of the original sample at his/her expense. Barring a retest, an employee who has tested positive for prohibited substances is

immediately subject to the appropriate disciplinary action afforded by law and Board of Education policy.

- J. An applicants whose test result is positive will not be considered further for employment.

DELETE FORM Reasonable Suspicion Testing Incident Form (D&A Form 1)

Section 1

Employee Name: _____

Employee Job Title: _____ Division/Work Unit: _____

Date of Observation: _____ Time: _____ am pm

Location of Observation: _____

Section 2 Observations Check ALL that apply:

BEHAVIOR

- | | | |
|--|---|--|
| <input type="checkbox"/> drowsy, sleepy, lethargic | <input type="checkbox"/> depressed, withdrawn | <input type="checkbox"/> flu-like illness complaints |
| <input type="checkbox"/> agitated, anxious, restless | <input type="checkbox"/> unresponsive, distracted | <input type="checkbox"/> suspicious, paranoid |
| <input type="checkbox"/> hostile, belligerent | <input type="checkbox"/> clumsy, uncoordinated | <input type="checkbox"/> hyperactive, fidgety |
| <input type="checkbox"/> irritable, moody | <input type="checkbox"/> tremors, shakes | <input type="checkbox"/> uninhibited behavior |

APPEARANCE

- | | | |
|---|--|---|
| <input type="checkbox"/> flushed complexion | <input type="checkbox"/> tearing, watery eyes | <input type="checkbox"/> unfocused, blank stare |
| <input type="checkbox"/> sweating | <input type="checkbox"/> dilated (large) pupils | <input type="checkbox"/> disheveled clothing |
| <input type="checkbox"/> cold, clammy, sweats | <input type="checkbox"/> constricted (pinpoint) pupils | <input type="checkbox"/> unkempt grooming |
| <input type="checkbox"/> bloodshot eyes | | |

SPEECH

- | | | |
|--|--|---|
| <input type="checkbox"/> slurred, thick | <input type="checkbox"/> rapid, pressured | <input type="checkbox"/> nonsensical, silly |
| <input type="checkbox"/> incoherent | <input type="checkbox"/> loud, boisterous | <input type="checkbox"/> cursing |
| <input type="checkbox"/> exaggerated enunciation | <input type="checkbox"/> excessively talkative | <input type="checkbox"/> inappropriate speech |

ODORS

- | | |
|------------------------------------|---|
| <input type="checkbox"/> alcohol | <input type="checkbox"/> frequent use of mints, mouthwash, breath sprays, eye drops |
| <input type="checkbox"/> marijuana | |

OTHER OBSERVATIONS

Section 3

The observations, as documented above, were made of the employee identified in Section 1.

Supervisor Name (printed) _____ Signature _____ Date _____

Confirming Witness or Supervisor:

Witness Name (printed) _____ Signature _____ Date _____

Section 4 Determination of Testing Required:

- | | |
|---|---|
| <input type="checkbox"/> Reasonable Suspicion Alcohol Breath Test | <input type="checkbox"/> Determined that no test required |
| <input type="checkbox"/> Reasonable Suspicion Drug Urine Test | <input type="checkbox"/> Employee refused to undergo test |

Section 5

Employee escorted to Testing Facility by (name) _____

Time delivered to facility _____ a. m. p. m.

DELETE FORM D&A FORM 2

Concentra Medical Centers
5682 W. Skelly Dr. TULSA, OK 74107
Phone: (918) 446-1891 Fax: (918) 446-1894

Service Date: _____

Consent for Substance Abuse Screening

Patient: _____
SSN: _____ Gender: _____
Address: _____ Date of Birth: _____
Employer: _____ Work Phone: _____
Driver's License Number: _____ Home Phone: _____
State: _____

I consent to the taking of specimens for drug/alcohol screening as part of an examination in connection with possible employment or as a condition of my employment with the Employer, and authorize the release of those results to the Employer.

Doy mi consentimiento para que se tomen muestras para pruebas de drogas/alcohol como parte de un examen en conexión con un posible empleo o como condición de mi empleo con el patrón, y autorizo la emisión de dichos resultados al patrón.

Signature _____ Date _____
Firma _____ of employee/applicant (de empleado/aplicante) Fecha _____ of screen (del Examen)

Signature _____ Date _____
Firma _____ parent/guardian (if applicable) [padre/guardiano (si aplicable)] Fecha _____

Witness _____
Testigo _____

**EMPLOYEE CERTIFICATION
CERTIFICACION DE EMPLEADO**

I acknowledge that samples accompanying this form are my own and that I have observed them being sealed in a container which I have initialed.

Yo so testigo que las muestra(s) que acompaña(n) esta forma es/son mia(s) y que he observado que se la(s) ha(n) sellado en una bolsa en que firmé mis iniciales.

Signature _____
Firma _____ of employee/applicant

Witness _____
Testigo _____ collector