

DRUG TESTING REFERRAL PROCEDURES

AT THE WORKSITE:

- 1 – Supervisor observes behavior of concern.
- 2 – Supervisor documents behavior on a Reasonable Suspicion Observation Form.
- 3 – Supervisor consults in person or on the phone with his/her supervisor/superintendent to confirm that the test referral is reasonable and appropriate.
- 4 – Supervisor and Superintendent contact their Department or Bureau's Personnel Section to alert them to the situation and to initiate case management aspects.
- 5 – Supervisor arranges transportation to Medical Services Division (MSD) or a contract testing facility.
- 6 – Supervisor notifies employee that s/he must report to MSD (or a contract facility) for testing, and that they may contact a Union Representative. Feel free to utilize this script:

"I have observed you behave in a way that is not safe, effective or appropriate for this workplace. Based upon the City's Drug Policy you must report to [MSD/Contract Facility] so that they can evaluate whether it is appropriate for you to have a drug test. As your supervisor, I am giving you this work order to report to MSD/Contract Facility. I have arranged transportation. You have the right to call your Union Representative, but we cannot delay in getting to the testing facility. If you refuse to accompany me to MSD/Contract Facility, it will be considered insubordination.

- 7 – Department (Supervisor/Supervisor Designee or Personnel Representative e.g., DPD, Superintendent) calls Medical Services Division to notify them that they are bringing someone in for testing.

Employee refuses → Disciplinary process is triggered

- 8 – THE EMPLOYEE'S IMMEDIATE SUPERVISOR (not a coworker) MUST ACCOMPANY THE EMPLOYEE TO MSD.

AT MSD or THE DRUG TESTING FACILITY:

- 1 – The Supervisor provides the Reasonable Suspicion Observation form to MSD Staff.
- 2 – The Physician may ask the employee to provide a drug testing sample.
- 3 – If the employee refuses the Physician's request, the test is considered POSITIVE.
- 4 – The Supervisor transports the Employee back to the worksite.
- 5 – The Supervisor consults with his/her Department's/Bureau's Personnel Section for direction regarding the employee's work status.