

TOWN OF EAST HARTFORD

Supervisors' Guide to the Drug & Alcohol

Testing Policy

Prepared by the Human Resources Department, revised 1/2013

REASONABLE SUSPICION:

- If you suspect an employee of drug use or chronic alcohol abuse, you must document your suspicions before the employee is sent for a drug test. Complete the “Observed Behavior - Reasonable Cause Record” for each observance. Send the original to Human Resources. A decision on when there is enough suspicion to send an employee in for testing will be made by the Human Resources Director, the Department Head, and you, as the supervisor.
- If you see an employee leaving an establishment that serves liquor, you must confront the employee and question them as to whether they consumed alcohol. If you are satisfied they haven’t, they may return to work. If you suspect they may have, but cannot prove it, you may send them home (without testing). If you smell alcohol on their breath, or observe other physical signs of consuming alcohol, you must send them immediately to Concentra for a Reasonable Suspicion breath alcohol test. If possible, complete the “Drug & Alcohol Testing Notification Form”, bring this form and the employee directly to the testing lab. Tests can be conducted without the usual forms, if unavoidable. You must complete the “Substance Abuse – Reasonable Suspicion Report” as soon as possible after ordering this test, as back-up.
- Please write a detailed summary of any event that causes you to complete the reasonable suspicion form on the reverse side of that form. Documentation is extremely important in Reasonable Suspicion cases, to protect you and the Town.
- **Please remember (especially for on-call situations), employees are responsible for notifying their supervisor if they have consumed alcohol before they report to work. The employee should then be advised to stay home. If an employee reports to work, they are subject to all testing (random & reasonable suspicion). If they exhibit signs of being under the influence, you must send them in immediately for a Reasonable Suspicion alcohol and/or drug test.**

RANDOM/FOLLOW-UP TESTS:

- The Human Resources Department will not relinquish the names of the employees who are selected for the above referenced testing until the actual morning of the test. On the testing day, the paperwork will be faxed to the particular department with instructions for the name of the employee to be tested.
- Supervisors must bring employees who are being tested for alcohol to the testing site in case the alcohol test is positive. If the employee is being tested only for drugs, the supervisor does NOT have to bring the employee and stay with him. Each employee will bring the “Drug & Alcohol Testing Notification Form” with him to the test.
- Supervisors may leave the employee at the testing lab and return after he is done. Please instruct the employee to call you when he has finished his alcohol testing.
- The Town has notified Concentra to notify supervisors, at the time they arrive to pick up the employee, if the employee may not return to work. They will not release any information, except if the employee may or may not return to work.
- If Concentra notifies you an employee may not return to work, please bring the employee home. If the employee refuses your offer to drive him home and gets in his own car to drive home, call your Director or the Human Resources Department as soon as possible so the Police can be notified. If possible, please note the employee’s license plate number.

POST ACCIDENT TESTING:

- During normal hours, you may contact Gregory & Howe (1-800-999-5750) to determine if the accident requires testing. If it does, please complete “Drug & Alcohol Testing Notification Form” and bring this form with you and the employee to Concentra.
- If the accident occurs after normal hours, call Gregory & Howe (203-543-0914) ASAP. They will determine if testing is necessary and direct you where and when to go.
- A drug & alcohol test is required for a Town driver who is involved in an accident in which someone dies.
- A drug & alcohol test may be required if the following conditions are met:
 1. The Town driver is issued a written citation (including a warning)
 2. **AND** either (1) someone involved in the accident requires medical treatment not at the scene OR (2) any vehicle involved in the accident must be towed from the scene.
- When you are at the scene of an accident try to determine, as quickly as possible, if our driver will be given a citation by speaking with the officer in charge.
- **Reminder:** alcohol testing must be performed within 8 hours of the accident, and drug testing must be done within 32 hours of the accident. Please remind employees after an accident not to drink any alcohol for eight hours after the accident.