

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Administration Policies	
	Title: Drug and Alcohol Testing / Drug Free Workplace	
	Number: 900 – 420	
	Approved: 5/25/2023	By: Fire Chief Dominic Burchett
	Last Reviewed: 5/25/2023	By: HR Director Kiley Day

REFERENCES

[UFA Policy and Procedure – Discipline](#)

[UFA Policy and Procedure – General Human Resources Definitions](#) (for the applicable terms used within the Policy)

[UFA Policy and Procedure – BEMSP Notification](#)

[UFA Policy and Procedure – Controlled Substance Medications](#)

[Utah Code §34-41](#)

[Utah Code §26-61a-111\(2\)](#)

[Utah Rule R477 -14Federal Drug Free Workplace Act](#)

NFPA 1500

[UFA Reasonable Suspicion Form](#)

PURPOSE

Unified Fire Authority (UFA) maintains a drug-free workplace, and as a federal grantee, complies with the federal Drug-Free Workplace Act. This policy outlines the specific procedures for conducting drug and alcohol testing of employees as well as procedures associated with maintaining a drug-free workplace.

POLICY

1.0 Restrictions Regarding Use of Drugs and Alcohol

Alcohol

- 1.1 Employees will not report for a regularly scheduled shift nor be on shift or on duty with a blood alcohol content at or above the limit of .02% pursuant to paragraph 2.1.8.3 of this policy.
- 1.2 Employees will not operate any UFA vehicle, which is owned, leased, rented, or borrowed by the UFA if they have a blood alcohol content at or above the limit of .02% pursuant to paragraph 2.1.8.3 of this policy.
- 1.3 Employees assigned to call-back duty will not have a blood alcohol content at or above the limit of .02% pursuant to paragraph 2.1.8.3 while on that duty. Arrangements will be made, by the employee, to transfer the call-back duty to another person if the employee will be drinking alcohol during a time that they would normally be assigned that duty. The employee shall not have the call-

back duty transferred back to them until a four-hour window has passed since they last consumed any alcohol.

Drugs

- 1.4 Employees, while on duty or on UFA property, will not manufacture, sell, use, dispense, purchase, possess or be under the influence of or test positive for any detectable amount of illegal drugs or illegal drug metabolites.
- 1.5 All public safety employees, or any other employee who has been assigned to drive a UFA vehicle, will not perform, or be assigned to call-back duty for, any safety-sensitive duties (i.e., driving or otherwise operating UFA-owned vehicles or apparatus, performing patient care, responding to emergency calls, engaging in firefighting activities or training or incident command activities, etc.) while under the influence of any drug (prescription or non-prescription) or testing positive for any detectable amount of any drug that could reasonably be expected to impair or adversely affect their ability to perform their job duties. (This includes legally obtainable drugs not obtained/used lawfully or as prescribed.) Medications include, but **are not** limited to, opioid or opioid-based substances, benzodiazepine or benzodiazepine-like substances, cannabis, or any other medication dispensed with warnings such as “do not operate heavy equipment” or “do not drive or operate safety equipment” or “do not make important life decisions.”
 - 1.5.1 Exceptions may be made by the Fire Chief or Designee to allow individuals to work while taking the medications described above, after the employee provides a statement from the prescribing physician which contains an implicit statement, that for all medications prescribed, the employee is taking them appropriately and that none will adversely affect the employee’s ability to perform his or her safety-sensitive job duties as a public safety employee for the Unified Fire Authority. It is not necessary for the physician to specifically list the medications. Physician’s statements should be sent directly to the Human Resource Director or designee.
 - 1.5.2 Any physician statements or other documents regarding employee medications, including completed reasonable suspicion documentation forms, will be maintained in the employee’s medical file, which is a secure, confidential file. These documents will not be made part of the personnel file unless the record is used as a basis for separation of employment or other disciplinary action. Furthermore, such records are classified as “Private” under the Governments Records Access and Management Act and are made available for review only by the Chief Legal Officer, Human Resource Director and Fire Chief and their designees on a need-to-know basis.
 - 1.5.3 “Impair or adversely affect” the ability to perform an employee's job duties due to the use of medication or drugs is an inherently subjective standard that, depending on the particular drug, may not be subject to confirmation solely based upon the measurement of the amount or

presence of the substance (or its metabolites) in an employee's drug screen. Impairment or an adverse effect may therefore be determined based upon a combination of factors including: drug screen results and the levels of substance detected; observation by supervisors, coworkers, or the public; and/or "field sobriety tests" administered by qualified individuals.

- 1.6 While on duty, employees may use controlled substances, which have been properly prescribed by a licensed health care practitioner and are being properly used for the treatment of an illness or injury and do not adversely affect their ability to perform their job duties. Employees, while on duty, may also use non-prescription drugs in proper doses if they do not adversely affect their ability to perform their job duties.
 - 1.6.1 Notwithstanding the above, pursuant to Utah Code Ann. § 26-61a-111, sworn personnel may not use medical cannabis even if properly prescribed by a licensed health care practitioner:
 - (a) If the employees use would jeopardize federal funding, a federal security clearance, or any other federal background determination required for the employee's position;
 - (b) If the employee's position is dependent on a license or peace officer certification that is subject to federal regulations; or
 - (c) If the employee uses medical cannabis during the 12 hours immediately preceding the employee's shift or during the employee's shift.
- 1.7 Off-duty employees called back to work for an unexpected incident are required to notify the individual making the call-backs of any inability to report to work in compliance with this policy.
- 1.8 In accordance with the Drug-free Workplace Act, UFA employees are required to notify their Section Chief of any drug or controlled substance criminal convictions no later than five (5) days after the conviction. The Section Chief will immediately notify the Fire Chief or designee and copy the employee's supervisor. The Fire Chief or designee will ensure that notification is made to the appropriate departments or agencies of the Federal Government, through which it receives Federal grants or contract monies, of employee criminal drug statute convictions occurring in the UFA workplace, within ten (10) days after receiving notice of the conviction
- 1.9 In addition, for certain arrests, charges, convictions, or other situations related to the use of drugs and/or alcohol, the employee will be required to make notification to UFA in accordance with UFA Policy and Procedure - *BEMS Notification*.

2.0 Drug and Alcohol Testing Procedures

- 2.1 All employees, and prospective employees, as a condition of employment, will participate in the UFA drug and alcohol testing programs.
- 2.1.1 Any prospective employee who refuses to be tested, or who knowingly dilutes, substitutes, or adulterates a urine sample will be denied employment.
- 2.1.2 All employees are expected to cooperate fully in providing sufficient samples and explanations, which may be subsequently required by this procedure.
- 2.1.3 Employees testing positive for the use of drugs/and/or alcohol, or upon the refusal of any employee to provide a sample, or upon the employee knowingly supplying excess fluids, substituted or adulterated sample, that employee may be placed on administrative leave with pay during the Professional Standards Review. Violations of this policy may be grounds for disciplinary action, which may include criminal charges consistent with Utah State law and/or termination.
- 2.1.4 The UFA will pay for all costs of sample collection and screening for drug and alcohol testing, with the exception of an employee-requested re-test as described in paragraph 2.1.4.3 of this policy.
- 2.1.4.1 Time spent participating in drug and alcohol testing procedures will be considered compensable time.
- 2.1.5 The drugs to be tested, and the cutoff levels used, will be determined by the Medical Review Officer (MRO) and the contracted drug and alcohol testing entity in compliance with the testing entity's certification through the College of American Pathology and/or the certified laboratories as found on the [Substance Abuse and Mental Health and Human Services \(SAMHSA\) website](#), which have been certified by Department of Health and Human Services. The drugs to be tested may include any drug that has the potential to adversely affect an employee's ability to perform his or her job duties, including, but not limited to those listed in Exhibit A (attached) of this policy. The MRO *office designee, or drug testing entity, with recommendations from the MRO* will, from time to time, amend the cut-off levels outlined in the attached exhibit in the interest of the UFA and public safety. The Fire Chief or designee will be notified of any changes made to the cut-off levels.
- 2.1.6 All testing will be conducted in reasonable and sanitary conditions with due respect for the privacy of the employee and in a way that ensures that samples are not contaminated or misidentified.
- 2.1.7 Drug Testing.
- 2.1.7.1 A urinalysis test, or another type of generally recognized drug screen, will be conducted under controlled procedures by a technician affiliated with an independent laboratory (contracted

drug and alcohol testing entity) certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology. The technician will follow the DOT's urine specimen collection guidelines available from <http://www.dot.gov/odapc/> for urinalysis collections

2.1.7.2 The laboratory will prepare the instructions, chain of custody forms and collection kits, including bottles and seals, used for sample collection.

2.1.7.3 An employee whose drug test result is positive may, within 72 hours of notification of the result, submit a written request to the Medical Review Officer (MRO), or MRO office designee, for an independent confirmatory test of the original sample.

2.1.7.3.1 Such re-testing will be authorized in such a way as to preserve the evidentiary integrity of the sample, including the chain of custody. Testing must be performed by a different laboratory than the one that tested the original sample. In addition, the laboratory must be certified for employment drug testing by either the National Laboratory Certification Program (SAMHSA) or the College of American Pathology and must test for all of the drugs that were reported as positive by the MRO.

2.1.7.3.2 The laboratory that performs the re-testing must inform the MRO of the test results. The MRO, or MRO office designee, will notify the Fire Chief or designee, in writing, of the results.

2.1.7.3.3 Such re-testing will be at the expense of the requesting employee unless said test is found to discredit the original test results. In such a case, the requesting employee will be reimbursed for the cost of the testing.

2.1.8 Alcohol Testing.

2.1.8.1 An alcohol test conducted by a technician using a computerized breath alcohol testing device, or another type of generally recognized alcohol screen, will be conducted by the contracted drug and alcohol testing entity. If the initial screen is positive, then a confirmation test will be performed.

2.1.8.2 Alcohol testing with a breath alcohol testing device may be done at the scene of an accident, UFA facility or at a medical facility, by a trained professional, such as a police officer, providing the UFA can obtain the results of that testing.

2.1.8.3 If the confirmation breath, blood or other alcohol test indicates a level of .02%, or higher, blood alcohol content, it will be considered positive.

2.1.9 Drug and alcohol test results will be reported to the MRO.

2.1.9.1 The MRO, or MRO office designee will notify the employee, as soon as possible, of a positive test result, including the substance involved and the amount over the limit.

2.1.9.2 Confirmed positive test results will be reviewed and verified by the MRO, or MRO office designee, and discussed with the employee to determine if the employee has a valid, non-expired prescription for the drug in question or other explanation for the result.

2.1.9.3 If an employee testing positive has a valid prescription or an acceptable explanation, in the opinion of the MRO, or MRO office designee, the test results will be treated as negative after review. In this instance, the MRO, or MRO office designee, will notify the Fire Chief or designee if there is a concern, based on the test results, that the employee is taking a medication that could reasonably be expected to impair their ability to perform their job duties.

2.1.9.3.1 The Fire Chief or designee may request that the employee provide a statement from the prescribing physician which contains an implicit statement, that for all medications prescribed, the employee is taking them appropriately and that none will adversely affect the employee's ability to perform his or her safety-sensitive job duties as a public safety employee for the Unified Fire Authority (UFA). It is not necessary for the physician to specifically list the medications. Physician's statements should be sent directly to the Human Resource Director or designee and will be reviewed by the Chief Legal Officer before the statement is approved and the employee is permitted to work while taking the medication.

2.1.9.4 Positive test results will be reported to the Fire Chief or designee, in writing, including the substance involved and the amount over the limit. Negative test results will also be reported to the Fire Chief.

2.1.9.4.1 Initial reports of positive test results, or negative after review, may be verbal.

2.1.9.5 The Fire Chief or designee may request to review the actual, detailed laboratory result.

2.1.10 All records related to drug and alcohol testing will be maintained in the employee's medical file, which is a secure, confidential file and will not be made part of the personnel file unless the record is used as the basis for involuntary termination of employment or other disciplinary action.

2.1.10.1 All records relating to drug and alcohol testing are classified as "Private" under the Government's Records Access and Management Act and are made available for review only by the Chief Legal Officer, Human Resource Director and Fire Chief or their designees on a need-to-know basis.

2.1.10.2 False positive test results will not be placed in personnel files.

3.0 Types of Testing

3.1 Pre-employment Testing.

All prospective employees who have met all other requirements for employment must successfully pass a drug screening test to be eligible for employment.

3.2 Post-Hire Testing

Drug and alcohol testing of employees will be conducted as follows:

3.2.1 Reasonable Suspicion Testing – A drug and alcohol test may be ordered "for cause" based on the "reasonable suspicion" that an employee is in violation of this policy. The procedure that will be followed is outlined in paragraph 4.0. of the policy.

3.2.2 Random Testing – Periodic, unscheduled testing of public safety employees according to procedures outlined in paragraph 5.0 of this policy.

3.2.3 Post-Accident Testing – Employees driving a UFA vehicle which is owned, leased, rented or borrowed, or operating any vehicle on UFA business will be tested as follows: 1) testing is mandatory and employees will complete a drug and alcohol test according to procedures outlined in paragraph 6.0 of this policy for accidents resulting in a citation or where there is an injury, death, or any physical contact was made between the UFA vehicle and an individual or occupied third party vehicle; and 2) to in accidents not described in Subparagraph 1 where there is property damage to the employee-operated vehicle, testing will be discretionary and its necessity determined by at least two of the following: UFA Health and Safety Officer, HR Deputy Director/Risk Manager, on-scene chief-level supervisor, or UFA Operations Duty Officer. In rare circumstances (i.e., inability to make contact or in a time-sensitive situation), the UFA Health and Safety Officer or the HR Deputy Director/Risk Manager may make the judgment call to have the employee complete a drug and alcohol test according to procedures

outlined in paragraph 6.0 of this policy. The Health and Safety Officer or designee will be immediately notified of the accident and determine the need for testing pursuant to this paragraph.

3.2.4 Return to Duty Testing – Employees who have participated in a drug or alcohol treatment program which was recommended by a substance abuse professional after a referral by the Fire Chief or designee, or which was mandated by a court, Bureau of Emergency Medical Services and Preparedness action, or which was required as part of a disciplinary action, or which the employee voluntarily participated in but made UFA aware of as per 9.0 of this policy, must complete a drug and alcohol test prior to returning to work. The results of the test must be negative.

3.2.5 Follow-Up Testing – Employees who have undergone treatment pursuant to paragraph 3.2.4 of this policy must also complete random, periodic drug and alcohol tests a minimum of six times, at the will and discretion of the Fire Chief or designee, in the next twelve months after the initial return to duty testing. The Fire Chief or designee may extend the period of testing for an additional twelve (12) months.

4.0 Procedures for Dealing with Reasonable Suspicion

4.1 In the event that a supervisor has reasonable suspicion that an employee may be using drugs or alcohol in violation of this policy, the following steps should be taken:

4.1.1 The reasonable suspicion will be documented by the supervisor and another supervisor or officer should be consulted to confirm reasonable suspicion. Circumstances which may constitute a basis for determining reasonable suspicion may include but are not limited to:

4.1.1.1 a pattern of abnormal or erratic behavior (*i.e.*, a significant change in the quantity or quality of work, unusual mistakes or errors of judgment, unusual or excessive absenteeism);

4.1.1.2 a work-related accident, in combination with other factors listed:

4.1.1.3 the discovery of an employee's possession of alcohol or drugs at a UFA work site;

4.1.1.4 the direct observation of the employee using drugs or alcohol;

4.1.1.4.1 If an employee informs his or her supervisor of observing another employee using drugs or alcohol, the supervisor will make notifications through the chain of command, up to the Division Chief, Operations Chief or the Section Chief to whom he or she is directly responsible, of the observation.

- 4.1.1.5 reports from the public or other employees regarding their observations of the employee using drugs or alcohol, in combination with other factors listed;
- 4.1.1.6 the noticeable presence of physical symptoms of drug and/or alcohol use, misuse or abuse, as described on the on the Reasonable Suspicion Documentation Form, which is found in LMS, under the Safety tab, in the UFA Forms folder;
- 4.1.1.7 the employee's own admission of the use of drugs or alcohol in violation of this policy;
- 4.1.1.8 or a "diversion," as described in UFA Policy and Procedure - Controlled Substance Medications.
- 4.1.2 The employee will immediately be removed from assigned duties and be informed by the supervisor of the reasonable suspicion. Another supervisor will be present to witness the conversation with the employee.
- 4.1.3 The employee will be given an opportunity to explain the behavior or physical conditions which led to the suspicion.
- 4.1.4 If the reasonable suspicion still exists, the supervisor will immediately report the situation to the Operations Chief, Division Chief or Section Chief to whom he or she is directly responsible.
 - 4.1.4.1 The supervisor is required to write, in detail, the specific facts, symptoms or observations which form the basis or the reasonable suspicion of drug or alcohol misuse or abuse on the [Reasonable Suspicion Documentation Form](#) which is found in LMS, under the Safety tab, in the UFA Forms folder.
- 4.1.5 If reasonable suspicion still exists, the supervisor will order the employee to report for drug and alcohol testing and will provide for transportation. Employees will not drive themselves.
 - 4.1.5.1 The supervisor will immediately notify the Human Resource Division and the On-Duty Safety Officer who will contact the contracted drug and alcohol testing entity and follow their instruction. The employee will be relieved of duty and continuously supervised until the testing process can be completed.
 - 4.1.5.2 Once released by the contracted drug and alcohol testing entity, the employee will be placed on administrative leave, with pay, pending notification of the test results. The employee will not be allowed to drive him or herself home; other arrangements for transportation will be made.

4.1.5.2.1 If the basis for the reasonable suspicion is something that happened in the past (i.e. drug box accountability issues from previous shifts) and the employee is not exhibiting any current physical symptoms of drug and/or alcohol use, misuse or abuse, then the employee may be permitted to return to work pending notification of the test results, at the discretion of the Fire Chief or designee, after being released by the contracted drug and alcohol testing entity.

4.1.5.3 An employee, upon being confronted by the reasonable suspicion that he or she is suspected of using drugs or alcohol in violation of this policy, may request that drug and alcohol testing be performed to determine whether or not these substances are present in his or her system if such a test has not already been ordered.

4.2 If an employee has reasonable suspicion that a supervisor is using or abusing drugs or alcohol in violation of this policy, the reasonable suspicion will be reported to the next appropriate level in the chain of command. The situation will be dealt with in the same manner as outlined above.

5.0 Procedures for Random Testing

5.1 The contracted drug and alcohol testing entity will maintain a program that randomly selects a minimum of one (1) day per month when the testing will occur. The contracted drug and alcohol testing entity will also maintain a program that randomly selects individuals to be tested from a database of all employees designated by policy as public safety.

5.2 A designated UFA representative will be provided with a list of personnel selected at random for each randomly selected date. The first employee on the list who is on duty on the randomly selected day will be deemed as selected for testing. The employee's work location on the randomly selected date will then be provided to the contracted drug and alcohol testing entity.

5.3 If the selected employee is assigned to the Emergency Operations Division, the contracted drug and alcohol testing entity will send a mobile unit to the station where that individual is assigned to be working on the day selected for testing. A laboratory technician will collect samples from **those** on-duty public safety employees, who are scheduled at that operations station, at the time, as well as any holdover employees or employees on a trade. The technician will generally arrive at the selected station between 0715 and 0800 hours. Upon the technician's arrival, the station officer will notify his/her Battalion Chief, place the company out of service and keep them together in a central location until the completion of the testing. Should the laboratory technician arrive, and the crew is not available, the technician will wait until 0900 hours for the crews' return. If the crew does not return by 0900 hours, the technician will report this to the designated UFA representative. Another person will then be selected for testing another day. As a result, Battalion Chief's and station officers will make

every reasonable attempt to ensure that all personnel are available for random drug testing until at least 0900 hours each day.

5.4 If the selected employee fills a day staff assignment, then only that employee will be tested. His or her supervisor will be notified of the selection and the employee will then be required to report to the contracted drug and alcohol testing entity to provide samples. If the selected staff employee is immediately unavailable, such as being in a meeting or teaching a class, that individual will have no more than four hours after being notified to report to the contract drug and alcohol testing entity. The Supervisor of the selected employee will be responsible for seeing that the individual reports to the testing facility.

5.4.1 A mobile unit from the contracted drug and alcohol testing entity may also be sent to the workplace of the staff employee if that is determined by the Section Chief or Division Chief to be the most efficient means of testing under the circumstances.

5.4.2 If the selected employee has other work commitments on the chosen day, and arrangements cannot be made to allow the employee to report to the contracted drug and alcohol testing facility within four hours without significant disruption to UFA operations, then the Fire Chief or designee may authorize the cancellation of the random test for that day.

6.0 Procedures for Post-Accident Testing

6.1 Alcohol tests should be conducted within two (2) hours of the accident and must be conducted within eight (8) hours of the accident.

6.1.1 If an alcohol test cannot be conducted within two (2) hours, a written report must be prepared by the supervisor documenting the reasons why the test was not administered within the time limit. After eight hours, all attempts to test must cease.

6.1.2 No driver required to take a post-accident alcohol test will use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

6.2 Drug tests should be conducted within twelve (12) hours of the accident and must be conducted within thirty-two (32) hours of the accident.

6.2.1 If a drug test cannot be conducted within twelve hours, a written report must be prepared by the supervisor documenting the reasons why the test was not administered within the time limit. After thirty-two hours, all attempts to test must cease.

6.2.2 No driver required to take a post-accident drug test will use any drugs, prescription or otherwise, following the accident, or until he/she undergoes a post-accident drug test, whichever is first.

- 6.3 Any employee subject to post-accident testing who leaves the scene of an accident before a test is administered, or fails to remain readily available for testing, will be considered to have refused to submit to testing. An employee may leave the scene, after being released by the investigating law enforcement entity, to perform the drug and alcohol test.

7.0 Disciplinary Action

- 7.1 Upon receipt of a positive drug or alcohol test result, the Fire Chief or designee may use that test result as the basis for disciplinary action.
- 7.1.1 If the violation is a first offense, the employee may be subject to major discipline, including, depending upon the circumstances, termination as provided for in UFA Policy and Procedure- Discipline. In addition, the employee will be required to participate in one of the UFA's contracted Employee Assistance Programs or another employer-approved treatment or counseling program, which may include drug and alcohol testing and/or a waiver of confidentiality as a condition of continuing employment.
- 7.1.1.1 The Fire Chief or designee may take into account mitigating circumstances, such as the employee's involvement in a treatment program, when deciding upon disciplinary action.
- 7.1.2 If the violation is not a first offense, the employee will be subject to major discipline, which may include termination.
- 7.2 As part of a disciplinary action, the Fire Chief or designee will generally require an employee to complete Return to Duty as stated in paragraph 3.2.4 and Follow-up Testing in paragraph 3.2.5.
- 7.3 Failure to report an arrest, charge or conviction as provided in paragraphs 1.8 and 1.9 may subject the employee to separate disciplinary action(s).
- 7.4 If an employee's ability to perform his or her job duties is adversely affected or if drug use reflects negatively on the public service or harms good order and discipline in the workplace, employees may also be subject to disciplinary action for:
- 7.4.1 Illegal drug possession or use outside the workplace or
- 7.4.2 Illegal drug possession or use not resulting in a criminal conviction

8.0 Education and Assistance

- 8.1 The UFA Administration and Planning Chief will ensure that all employees and supervisors are provided with the training to abide by this policy. In addition, the Administration and Planning Section Chief will ensure that orientation training on this policy for new employees and supervisors is appropriately provided. The orientation will cover such things as:

- 8.1.1 UFA's policy of maintaining a drug-free work place;
- 8.1.2 identifying drug and alcohol use and abuse problems, including what constitutes determining "reasonable suspicion" to refer employees for testing;
- 8.1.3 restrictions on drug and alcohol possession and use;
- 8.1.4 dangers of drug abuse in the workplace;
- 8.1.5 drug and alcohol testing procedures, including providing a written copy;
- 8.1.6 availability of counseling and treatment, including both voluntary and supervisory referrals to appropriate employee assistance services and rehabilitation facilities; and
- 8.1.7 possible disciplinary actions and penalties that may be imposed for non-compliance.

9.0 Voluntary Rehabilitation

- 9.1 Employees experiencing work-related or personal problems resulting from drug or alcohol abuse or dependency may request assistance from UFA prior to being subject to drug and alcohol testing. The employee may contact their supervisor, Behavioral Health and Wellness Officer, or the Human Resources Division for information about counseling and rehabilitation programs.
- 9.2 Employees having a drug or alcohol problem are strongly encouraged to seek help. This assistance, however, does not financially obligate the UFA for the costs associated with rehabilitation, nor is it any guarantee that the employee's job performance will improve. Rehabilitation is the employee's responsibility.
- 9.3 The UFA will allow employees to use their leave benefits such as sick and vacation. to undergo rehabilitation treatment. If the employee has exhausted all accrued leave, they may request Sick Leave Bank in accordance with the Sick Leave Bank policy or request voluntary leave without pay.
- 9.4 Employees wishing to return to employment after treatment must first provide the UFA with a certification from a reputable substance abuse program that the employee is sober, has successfully completed the treatment program, and has the potential for a full recovery. A substance abuse professional that specializes in substance abuse should sign this certification. The employee must complete a drug and alcohol test prior to returning to work and must agree to follow-up drug and alcohol testing, as per paragraphs 3.2.4 and 3.2.5. Additionally, the employee will be subject to the requirements of UFA Policy and Procedure - Fitness for Duty Evaluations/Light Duty Assignments and Return to Work after Illness or Injury.

Replaces policy dated: June 6, 2022

Section 7230. Drug and Alcohol Testing – Exhibit A

Below is a list of regularly tested drugs, but testing is not limited to these drugs and may include any drug that has the potential to adversely affect an employee's ability to perform his or her job duties. For a reasonable suspicion drug test, a much broader panel of drugs will be tested.

The initial screening performed is called a Screening Cut Off. If the tested sample indicates limits listed below are present, a confirmation test of the same sample is performed. If the confirmation limits are at or above the limits listed below under Drug Confirmation cut off, the MRO may consider the test a positive drug test.

The MRO, office designee, or drug testing entity, with recommendations from the MRO will, from time to time, amend the cut-off and confirmation levels set forth in the interest of UFA and public safety.

<u>Drug</u>	<u>Screening cut off (Initial) (nanograms/milliliter)</u>
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Amphetamines	500 ng/ml
Barbiturates	200 ng/ml
Benzodiazepines	200 ng/ml
Cocaine Metabolites	150 ng/ml
Fentanyl	50 ng/ml
Marijuana (THC)	50 ng/ml
Methadone	300 ng/ml
m-Amphetamine	500 ng/ml
Ecstasy (MDMA)	150 ng/ml
Opiates	300 ng/ml
Oxycodone	100 ng/ml
Phencyclidine	25 ng/ml
Ketamine	Screens under Phencyclidine
Buprenorphine	10 ng/ml
6-AM	10 ng/ml

<u>Drug</u>	<u>Confirmation cut off (Confirmatory) (nanograms/milliliter)</u>
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Amphetamines	500 ng/ml
Barbiturates	200 ng/ml
Benzodiazepines	200 ng/ml
Cocaine Metabolites	150 ng/ml
Fentanyl	.5 ng/ml
Marijuana (THC)	15 ng/ml
Methadone	300 ng/ml
m-Amphetamines	500 ng/ml
Ecstasy (MDMA)	150 ng/ml
Opiates	300 ng/ml
Oxycodone	100 ng/ml
Phencyclidine	25 ng/ml
Ketamine	100 ng/ml
Buprenorphine	.1 ng/ml
6-AM	10 ng/ml