



**Twin Cities Area Transportation
Authority**

(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

DRUG-FREE WORKPLACE POLICY

Board Approval Date: _____

Signature: _____

Signature Title: _____

DRUG-FREE WORKPLACE POLICY

I. PREFACE

We all must recognize that the unlawful presence or use of controlled substances (including controlled drugs and alcohol) negatively affects the company, the employee, job performance and co-workers. In this regard, Twin Cities Area Transportation Authority (TCATA) has adopted a Drug-Free workplace policy which prohibits TCATA employees from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in TCATA workplaces; including, but not limited to TCATA offices and vehicles. While we hope that this policy protects and benefits TCATA, we hope even more that it protects and benefits the employee(s) and co-workers and creates a safe and efficient work environment.

Each employee will receive a copy of this policy at the time of onboarding and after any changes to this policy are approved by TCATA's board.

Employees must abide by this policy as a condition of employment.

II. HELP AND MEDICAL TREATMENT

1. TCATA believes that drug use and abuse is an illness requiring medical treatment. In this regard, the company will:
 - a. Encourage affected individuals to voluntarily seek medical help.
 - b. Discourage supervisors, fellow employees, and possibly family members from "covering up" for the affected individual.

2. If the employee seeks help prior to discovery of drug use and abuse, then confidentiality, job security, and promotional opportunities of the employee will be protected to the extent reasonable for the safety and security of TCATA, its employees, and the public; if the employee does not seek help for drug abuse, and the problem comes to the attention of the company, then the employee will be subject to disciplinary action.

3. TCATA may refer an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program for help because of deteriorating job performance, excessive absenteeism of the employee associated with use and abuse of drugs, or after a drug-related conviction.

4. ELIGIBILITY FOR BENEFITS: Since misuse of drugs is a treatable illness, an employee participating in the company medical insurance program is eligible for insurance benefits as addressed in the insurance schedule for drug treatment.

III. DRUG FREE AWARENESS PROGRAM: TRAINING & EDUCATION

To spread awareness of unlawful controlled substances, TCATA will periodically require employees to complete drug-related trainings on topics including, but not limited to, the dangers of drug abuse in the workplace and TCATA's Drug Free Workplace policy. At minimum, all employees will be required to complete such training at least one (1) time within their first six (6) months of employment and as federal regulations or TCATA policy updates dictate otherwise. Safety-sensitive employees will receive a minimum of at least (1) training within their first one (1) month of employment, and at least once (1) annually for the duration of their employment. A signed acknowledgement of receipt of training will be collected from each employee post training sessions and held in TCATA's records for a minimum of 5 years.

A list of available substance abuse professionals (SAPs) is available to employees in key shared spaces such as the shared breakroom and will also be available by contacting employee supervisors or the Human Resources Department.

IV. USE PROHIBITED

No employee shall unlawfully use controlled substances on TCATA property or report for work impaired by any substance that is legal or illegal. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.

V. POSSESSION PROHIBITED

No employee at any work site will possess any quantity of any substance, legal or illegal, which in sufficient quantity could cause impaired performance, except for authorized substances. "Work site" means any office, building, or property (including parking lots and vehicles) owned or operated by TCATA, or any other site at which an employee performs work for the company. "Possess" means to have a drug or drugs either in or on an employee's person, personal effects, motor vehicle, tools, and areas entrusted to the employee such as desks, files and TCATA vehicles.

VI. MANUFACTURE, DISTRIBUTION, & DISPENSING PROHIBITED

The unlawful manufacture, distribution, and dispensing of controlled substances is considered especially serious and is, therefore, strictly prohibited in TCATA's workplaces and on or in any property owned or operated by TCATA. Participation in one or more of these activities is cause for immediate dismissal.

VII. INSPECTIONS

1. For the purposes of assuring compliance with this policy and federal regulations, employees may be subject to inspection for drugs. Any refusal by the employee to submit to an inspection is an act of insubordination subject to disciplinary action.
2. An employee's person, work area, desk, files, company motor vehicle, and similar areas are subject to inspection for drugs at any time on a random or any other nondiscriminatory basis for the purposes of complying with this policy and Federal Regulations. Similarly, an employee's own car, lunch box, personal containers, etc., may be inspected for drugs when brought onto any work sit. Employees may also be sent for drug and alcohol testing on a random or other nondiscriminatory basis.

VIII. CONVICTIONS

Any employee convicted of a criminal drug statute violation that occurred in the TCATA workplace **must** submit written notification of the conviction to TCATA no later than five (5) calendar days after the conviction.

TCATA personnel will then notify the granting agency or agencies within 10 days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction in accordance with federal guidelines. Appropriate personnel action will be taken against the employee in question within 30 days of the receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.

IX. EMPLOYEE SANCTIONS AND REMEDIES

Per Twin Cities Area Transportation Authority zero tolerance policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and terminated from employment.

X. EFFECT ON COMPANY RULES

It is emphasized that recognizing drug use and abuse as an illness does not detract from company rules and regulations in respect to intoxication on the job, or having drugs on company property, which will continue to be enforced unless management approves otherwise.

Attachment A

Substance Abuse Professionals (SAP)

Name	Office Location	Miles
Pamela Forsey: MSW, LCSW, LCAC, SAP	2319 Edison Rd. South Bend, IN 46615	29.07
Yamilette Ochoa-Colon: MSW, LCSW, SAP	<u>Alcohol and Addictions Resource Center</u> 818 E Jefferson Blvd. South Bend, IN 46617	29.77
Cheryl Parente-Roggow: LMSW, ACSW, CADDIC, SAP	<u>Plainwell Counseling Center</u> 319 Park Street Plainwell, MI 49080	49.74

Drug Free Workplace Employee Acknowledgement

I, _____, have
read

Print Name

the Drug-Free Workplace Policy and have been given a copy for my records. I understand that I must abide by the terms of this policy as a condition of employment at Twin Cities Area Transportation Authority (TCATA).

Employee Signature: _____

Date: _____

Job Title: _____