

SUBSTANCE ABUSE POLICY

TABLE OF CONTENTS

	<u>Page</u>
I. PURPOSE	4
II. SCOPE AND APPLICATION	4
III. DEFINITION OF SUBSTANCE ABUSE	5
IV. APPLICANTS	5
A. SCOPE AND APPLICATION OF SECTION IV	5
B. APPLICANT DRUG TESTING	5
C. CONTINGENT EMPLOYMENT	5
D. POSTING	6
E. APPLICATION FORM	6
F. RELEASE	6
G. METHOD OF DRUG SCREENING TEST; URINE SAMPLE COLLECTION PROCEDURE	6
H. COMMUNICATION OF TEST RESULTS – MRO	6
V. EMPLOYEES	
A. SCOPE AND APPLICATION OF SECTION V	8
B. VOLUNTARY REFERRAL FOR COUNSELING AND/OR REHABILITATION	8
C. PROHIBITIONS FOR ALL EMPLOYEES	8
D. DRUG SCREENING CRITERIA	9
E. ALCOHOL SCREENING CRITERIA	11
F. TESTING PROCEDURE	12
G. TRANSPORTATION OF IMPAIRED EMPLOYEES	13
H. COMMUNICATION OF TEST RESULTS – MRO	14
I. FAILURE OF AN EMPLOYEE TO COOPERATE	14
J. TIME OFF FOR COUNSELING/REHABILITATION	15
K. MEDICAL BENEFITS FOR COUNSELING AND/OR REHABILITATION	15
L. EFFECT OF A POSITIVE TEST AFTER REFERRAL	15
VI. SEVERABILITY AND EFFECT	15
VII. RESERVATIONS	15
VIII. CONFIDENTIALITY	16
IX. NOTIFICATION TO EMPLOYEES OF POLICY	16

APPENDIX A – CONSENT FOR DRUG AND/OR ALCOHOL SCREENING

APPENDIX B – TESTING REQUEST FORM

APPENDIX C – LAST CHANCE ASSISTANCE PROGRAM

TOWN OF JONESVILLE

SUBSTANCE ABUSE POLICY

I. PURPOSE

The Town of Jonesville is concerned about the detrimental effects which illegal drugs and alcohol abuse have upon the health and safety of its employees. We recognize that alcoholism and the illegal use of drugs lead to increased accidents and medical claims, and often destroy an employee's health and family life. Simply stated, employees who abuse drugs and alcohol are a danger to themselves, their fellow employees and their families. In addition, employees with drug or alcohol problems have much higher medical costs than other employees, and their decreased productivity because of absenteeism and turnover adversely affects our ability to compete effectively.

In light of these concerns, and in compliance with applicable state and federal laws and regulations, the Town intends to maintain a workplace free of the problems associated with the illegal use of drugs and the abuse of alcohol. Our policy is to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation. However, no part of this Substance Abuse Policy (the "Policy"), nor any of its procedures, is intended to affect the Town's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment or, except as specifically provided in the Policy, of terms or conditions of employment. The Policy is intended to help provide a better and safer work environment for all employees.

II. SCOPE AND APPLICATION

This Policy covers all employees of the Town and applies to all Town property which, for purposes of this Policy, includes grounds and parking lots, leased space, company vehicles, and personal vehicles used for the Town's purposes. The Policy applies to any employee on Town's time at any location. This Policy supersedes all previous policies with respect to substance abuse to the extent they are inconsistent.

For purposes of this Policy and until further notice, the Designated Town Official referred to herein shall be the Town Manager.

III. DEFINITION OF SUBSTANCE ABUSE

Substance abuse is defined as: (1) reporting to work or working with illegal drugs present in the body or while affected by alcohol, (2) chemical dependency on alcohol or other drugs where job performance or employee safety is adversely affected, or (3) the use of illegal drugs. The term "illegal drugs" as used in this Policy includes, but is not limited to, marijuana, cocaine, phencyclidine (PCP), opiates, amphetamines and similar drugs whose possession and use are prohibited under state or federal law in this country, as well as prescription drugs unless validly prescribed by the employee's physician and used in the prescribed manner. So-called "Designer drugs", "look alikes", synthetic drugs and similar substances are also considered illegal drugs for

purposes of this Policy, even if they are not specifically prohibited by state or federal law. This Policy is also designed to cover other substances which may be abused, whether available legally over-the-counter (such as cough syrup), drugs obtained with a valid prescription, or substances which are not intended for human consumption (such as glue).

IV. APPLICANTS

A. SCOPE AND APPLICATION OF SECTION IV

Section IV of this Policy applies only to all applicants for employment with the Town, unless otherwise stated. For purposes of this Policy, an “applicant” is defined as any person seeking employment with the Town to whom an offer of employment has been made. All offers of employment are subject to the terms and conditions of this Policy.

B. APPLICANT DRUG TESTING

All applicants must undergo a pre-employment drug screening test (if appropriate, as part of their routine pre-employment physical examination). Failure to cooperate in such a test (or examination) will be considered a withdrawal of the Town’s offer of employment.

C. CONTINGENT EMPLOYMENT

Any offer of acceptance of employment is contingent upon the applicant successfully completing his or her drug screening test. No applicant shall be required to submit to a drug test until after the applicant has been offered a job. Employment will be denied when the test results are positive for illegal drugs or for the presence of prescription drugs (such as barbiturates, amphetamines, opiates, etc.) unless the applicant has a current prescription, a valid medical reason for using such drugs, and is using such drugs in the prescribed manner. No one shall be permitted to begin work until the results of the test have been obtained.

D. POSTING

The following poster, or one substantially similar, will be displayed where it may be easily seen by employees and persons seeking employment.

APPLICANTS OFFERED EMPLOYMENT WILL BE REQUIRED
TO UNDERGO A DRUG SCREENING TEST.

E. APPLICATION FORM

The employment application form should include the following language:

Employment with the Town is contingent upon the successful completion of a drug screening test to be administered after an offer of employment is made.

Successful completion of the test means that the person tested negative for illegal drugs or substance abuse.

F. RELEASE

Before taking the drug screening test, applicants must sign a CONSENT FOR DRUG AND/OR ALCOHOL SCREENING (APPENDIX A). Failure to sign the form or cooperate in the test procedure as requested will be deemed a withdrawal of the individual's application for employment.

G. METHOD OF DRUG SCREENING TEST: URINE SAMPLE COLLECTION PROCEDURE

The drug screening test shall consist of laboratory analysis of an applicant's urine. Procedures established by the Town's designated testing laboratory, the Designated Town Official, and those procedures set forth in Section V below (as applicable) shall be followed for collecting the urine specimen. The collection of the urine specimen will be accomplished without observation unless the person supervising the collection process suspects that the sample may be tampered with or may not be genuine.

H. COMMUNICATION OF TEST RESULTS

1. Negative Test Results – If the drug screening test result is negative, the laboratory will so advise the Designated Town Official. The applicant then is permitted to begin work. The laboratory will not refer negative results to the Town's Medical Review Officer ("MRO"), unless otherwise requested to so.

2. Adulterated or Unreadable Samples – If a drug screening test cannot be accurately performed because a urine sample is not authentic, or has been adulterated, contaminated or otherwise made impossible to analyze properly, the following procedures shall be used, unless otherwise dictated by applicable law:

(a) If a urine sample is obviously not authentic (such as when an applicant substitutes cold tap water for urine), the laboratory will so inform the Town. The Town then shall inform the applicant that the sample is not acceptable and the offer of employment will be withdrawn.

(b) If the urine sample cannot be properly analyzed because of contamination or adulteration, the laboratory will so inform the Town. The Town then shall inform the applicant that the sample is not acceptable and the offer of employment will be withdrawn.

(c) If the urine sample cannot be properly analyzed because of contamination or adulteration, the laboratory will so inform the Town. The Town then shall inform the applicant that he or she cannot be determined to be qualified for work and is requested to discuss the test with the MRO. The MRO will ask the applicant to provide an explanation for the contaminated or adulterated sample.

(i) If the MRO advises the Town that the applicant failed to provide a satisfactory explanation, the Town shall advise the applicant that the offer of employment has been withdrawn.

(ii) If the MRO advises the Town that the applicant provided a satisfactory explanation, the applicant will be permitted to repeat the drug screening test, in which a new urine sample will be collected and analyzed.

3. Positive Test Results – In the event a drug screening test is positive (positive drug test results must be confirmed by the laboratory using gas chromatography/mass spectrometry (GCMS)), the following procedures should be followed:

(a) The laboratory will inform the Town’s MRO that the drug screening test is positive, and will convey such details of the test as the MRO deems necessary. The MRO will consult with the applicant to determine whether there is a satisfactory explanation for the positive test result.

(b) If a satisfactory explanation is provided, the MRO will advise the Town that the applicant’s test was negative, and the applicant will be permitted to begin employment.

(c) If a satisfactory explanation is not provided, the MRO will so advise the Town. The Town will advise the applicant that the offer of employment has been withdrawn.

4. Confidentiality – Because of the sensitive nature of drug screening tests, extreme caution should be exercised to maintain the confidentiality of the results. No statement or any other information concerning an applicant’s drug screening results should be made available to other members of management, except those having a need to know, not to friends and members of the applicant’s family.

V. EMPLOYEES

A. SCOPE AND APPLICATION OF SECTION V

This Section V of this Policy applies only to actual employees of the Town. Its policies and procedures are effective immediately for all current employees, and for all former applicants once they have successfully completed the drug screening test of Section IV and started employment with the Town.

B. VOLUNTARY REFERRAL FOR COUNSELING AND/OR REHABILITATION

1. Policy – The Town recognizes and accepts that early treatment is the key to rehabilitation for substance abusers. Therefore, employees are encouraged to voluntarily request help. No employee will have job security jeopardized by such a good-faith request.

2. Posting – The Town shall post the name and telephone number of the Town’s recommended rehabilitation and counseling service at a location where it may be seen by all employees.

3. Procedure For Volunteering For Assistance – An employee may volunteer for assistance either by requesting help from the Designated Town Official or a supervisor, or by contacting the company’s recommended rehabilitation and counseling service. If an employee contacts a supervisor concerning a substance abuse problem, the supervisor shall assist the employee in setting up an appointment with the Designated Town Official or recommended counseling or rehabilitation service, but should not attempt to diagnose the problem or counsel the employee.

C. PROHIBITIONS FOR ALL EMPLOYEES

1. Except as provided in paragraph 3 below, the possession use, distribution transfer, manufacture or sale of alcohol, illegal drugs, or legal drugs without a valid prescription on Town property, in a Town vehicle, or on Town time is specifically prohibited. An employee who violates this prohibition is subject to disciplinary action up to and including termination of employment. Any circumstances that indicate the violation of state, federal, or local laws may be reported to appropriate law enforcement officials, and the Town will cooperate in any criminal prosecutions.

2. Reporting for duty or working with drugs present in the body¹ or while affected by drugs or alcohol is prohibited and will be handled under disciplinary procedures or referral for counseling and/or rehabilitation, as management determines. This prohibition includes prescription drugs, unless the employee has a current legal prescription, a valid medical reason for using such prescription drug and is using such drug in the prescribed manner.

3. Employees are encouraged not to consume alcohol in business settings, such as business meals and functions attended by executives and sales personnel, especially when guests or customers of the Town are present. Employees are strongly discouraged from operating motor vehicles after consuming even a moderate amount of alcohol. Employees who violate the provisions of this paragraph are subject to disciplinary action depending upon considerations such as the nature of the offense, their present job assignments, their records with the Town, and the possible adverse consequences upon the Town from their violations.

4. In order to ensure that employees can safely perform their jobs, the Town is also concerned with prescription or over-the-counter drugs which might have an impact on job performance. Employees using such drugs should notify their supervisors or department heads immediately upon reporting to work. Failure to do so may be considered a violation of this Policy and is cause for disciplinary action.

¹“Drugs present in the body” means that the level of a drug found in an employee’s blood, urine or other body fluid exceeds those levels determined by the Company and its testing laboratory as a cut-off level for a positive test. “Affected” is not limited to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, but may be established by a professional opinion, a scientifically valid test or by a lay person’s observation.

The Town will not use this information in a matter that would violate the federal Americans with Disabilities Act.

D. DRUG SCREENING CRITERIA

The Town will consider an employee for a drug screening test under the following circumstances:

1. Accident or Incident

If an employee is involved in an accident or incident which resulted in either personal injury or property damage and the employee received a traffic citation or other citation from law enforcement officers, that employee will be considered for testing. In addition, the factors which would be grounds for testing for evidence of substance abuse under Paragraph 3 below may be considered.

Safety Sensitive Areas

The Town may, in its sole discretion, classify certain jobs or work areas as “safety sensitive” and at any time administer drug testing to employees who work in such jobs or areas. “Safety sensitive” means those jobs and positions which involve a high degree of risk for injury to the employee or others, or property damage, if an accident occurs.

Although management may determine in its discretion which jobs and work areas, if any, are classified as safety sensitive, employees are encouraged to suggest to their supervisors those jobs and areas which should be included in this category. The Town shall notify employees in safety sensitive jobs or areas of that determination in the following manner:

- (i) The Designated Town Official or designee shall send a confidential written notice to all employees currently holding safety sensitive jobs or otherwise working in safety sensitive areas.
- (ii) The notice should specify that their jobs or work areas have been determined to be safety sensitive and that their continued employment in those positions is contingent upon their completing unscheduled drug screening tests when requested to do so. An employee will not be required to sign a release of liability until requested to take a test.

Drug tests of employees in safety sensitive jobs or areas may be conducted at any time by management, at its discretion. However, the method for selecting individual employees for testing shall be based upon neutral scientifically valid criteria, such as random selection.

3. Evidence of Substance Abuse

The Town may also test employees on the basis of reasonable cause or suspicion that they are substance abusers or violating this Policy.

While it is impossible to list every factor which might lead to a decision to test an employee, typical factors which may be considered include:

- excessive absenteeism or tardiness;
- unexplained significant deterioration in job performance;
- significant change in personality (repeated abusive behavior, insolence, insubordination, etc.);
- reliable reports from other employees;
- unexplained absences from normal worksites;
- unusual behavior which cannot be readily explained;
- changes in appearance and demeanor;
- excessive cravings for water or sweets;
- reddened eyes or dilated pupils;
- odor of alcohol or drugs;
- slurred speech; and
- difficulty in motor coordination.

4. Testing After Referral for Assistance

An employee with a positive drug screening test who has been referred by the Town for counseling and/or rehabilitation under this Policy may be tested without cause and at any time for a period of two years after referral. Employees who volunteer that they have a drug abuse problem and seek counseling and/or rehabilitation under this Policy may also be tested without cause and at any time for a period of two years after referral or self-referral.

5. Employee Requests

The Town may test an employee who specifically asks to take a test. The Town should consider the employee's motivation for requesting a test, as well as the test's potential impact on other employees.

6. Federal or State Mandated Substance Abuse Testing

If any Town employees are subject to federal or state mandated substance abuse testing, including but not limited to Department of Transportation ("DOT") regulations, such employees

will be tested pursuant to such testing requirements notwithstanding this Substance Abuse Policy.

E. ALCOHOL SCREENING CRITERIA

The Town will consider an employee for an alcohol screening test under the following circumstances and in the same manner as further described in Paragraph D above (Drug Screening Criteria):

1. Accident or Incident
2. Evidence of Substance Abuse
3. Employee Request

F. TESTING PROCEDURE

1. Before employees are asked to submit to a drug or alcohol screening test for post-accident or reasonable cause testing, the concurrence of the Designated Town Official or designee shall be obtained. The employee should be confronted in private with at least two members of management present. The employee shall be told that, in accordance with the Town's Substance Abuse Policy, he or she is being requested to submit to an alcohol or drug screening. Care should be taken to ensure that management states no conclusions as to whether the employee is a substance abuser. In the event an employee is injured, unconscious, or otherwise unable to sign a release of liability, the Designated Town Official or designee shall be consulted on the proper course of action. The person making the request shall complete the TESTING REQUEST FORM (APPENDIX B).

2. The CONSENT FOR DRUG AND/OR ALCOHOL SCREENING (APPENDIX A) shall be completed by each employee to be tested pursuant to any provision of this Policy. The employee shall then be referred to the Designated Town Official or designee, who will ensure that the appropriate examination or test is conducted.

3. Procedures established by the Town's designated testing laboratory and the Designated Town Official shall be followed for collecting sample body fluids. Testing for drugs shall normally consist of the analysis of an employee's urine, and testing for alcohol shall normally consist of the analysis of, by a trained operator, results obtained through the use of an approved evidential breath testing device (EBT). Notwithstanding such testing procedures, where tests are governed by federal or state law, procedures and requirements specified therein shall be followed. Urine specimens for laboratory analysis will be collected without observation unless the person supervising the collection suspects that the sample may be tampered with or may not be genuine.

4. The employee may be permitted to continue to work pending the results of the drug or alcohol screening test if, in the Town's sole discretion, the employee's return to work

will not endanger the employee, fellow employees or members of the public, or cause any other problem relating to the Town's ability to manage its workplace.

If management determines that an employee should not be permitted to return to work pending the results of the examination or test, he or she shall be suspended without pay until the results have been obtained.

5. If the employee refuses to cooperate or agree to the examination or drug or alcohol screening test, he or she shall be suspended pending final decision on disciplinary action, up to and including termination of employment.

6. The following special provisions apply to Town employees who work off Town property:

Advance arrangement for administering a drug or alcohol screening test shall be made by supervisors of employees who work off Town property. The Designated Town Official shall approve all such arrangements. Supervisors should consider the working operations of each employee, and arrangements should be designed to avoid undue travel to testing locations.

Any employee involved in a motor vehicle accident while on Town time or involving a Town vehicle, which results in the employee receiving a traffic citation or any other citation from a law enforcement officer or in property damage or personal injury, must immediately report the accident to the Designated Town Official unless medically unable to do so.

The Town shall determine whether to require the employee to submit to a drug screening test pursuant to Paragraph E of this Section V or an alcohol screening test pursuant to Paragraph F of this document.

G. TRANSPORTATION OF IMPAIRED EMPLOYEES

If the Town believes that an employee may be impaired by drugs or alcohol and appears to be unable to drive safely, the Town shall provide or arrange for transportation. If the employee refuses to accept such transportation, and insists upon driving, he or she should be strongly discouraged from doing so, but not forcibly restrained. If appropriate, the Town may take disciplinary action, up to and including termination of employment, against an employee who still insists upon operating a motor vehicle. Finally, the employee should be advised that the Town will notify local law enforcement authorities if he or she still attempts to drive. If the employee does attempt to drive, the proper law enforcement agencies shall be notified immediately. All actions taken to persuade the employee not to drive shall be documented.

H. COMMUNICATION OF TEST RESULTS

1. Negative Test Results – In the event a drug screening test is negative, the laboratory will so advise the Designated Town Official, who will notify the employee of the test

result. The laboratory will not refer negative results to the Town's Medical Review Officer ("MRO"), unless otherwise requested to do so. If an employee has been suspended pending the results of the drug screening test, the employee may, in the Town's sole discretion, be reinstated with back pay and benefits.

2. Adulterated or Unreadable Samples – A drug screening test which cannot be accurately performed because a urine sample is not authentic, or has been adulterated, contaminated, or otherwise made impossible to analyze properly, shall be considered evidence of an employee's failure to cooperate with the Town in administering this Policy. (See Section IV H.2 for a description of such samples). The Medical Review Officer will discuss the test with the employee and request an explanation. If the employee provides a satisfactory explanation, a new drug or alcohol screening test may be performed in the Town's discretion. If the employee does not provide a satisfactory explanation, he or she is subject to disciplinary action up to and including termination of employment.

3. Positive Test Results – In the event a drug screening test is positive (positive drug test results must be confirmed by the laboratory using GCMS), the following procedures should be followed:

(a) The laboratory will inform the Town's MRO that the drug screening test is positive, and will convey such details of the test as the MRO deems necessary. The MRO will consult with the employee to determine whether there is a satisfactory explanation for the positive test result.

(b) If a satisfactory explanation is provided, the MRO will advise the Town that the employee's test was negative, and the employee will be so informed and may be reinstated with back pay and benefits, as appropriate.

(c) If a satisfactory explanation is not provided, the MRO will so advise the Designated Town Official, who shall meet with the employee with another member of management to advise the employee of the test results. The employee shall be requested to attend an assessment session at a counseling and rehabilitation center designated by the Town.

(d) If the employee agrees to a referral for counseling or rehabilitation, the employee shall sign the LAST CHANCE ASSISTANCE AGREEMENT (APPENDIX C).

I. FAILURE OF AN EMPLOYEE TO COOPERATE

Employee compliance with the Town's Substance Abuse Policy is mandatory. Failure or refusal of any employee to fully cooperate and participate in the program, sign any required document or submit to a drug or alcohol screening test will be grounds for termination of employment, unless a compelling, satisfactory reason is provided. Employees who continue employment while undergoing counseling or rehabilitation will be required to meet all established standards of conduct and job performance. Employees who have been referred for counseling or rehabilitation under this Policy shall be required to fully cooperate and participate in their rehabilitation and the recommendations of the program administrators. Employees who have been referred to counseling or rehabilitation may be required to undergo drug screening

tests at any time for a period of up to two years. If the Town determines that an employee has failed to cooperate under the terms of this Substance Abuse Policy, the employee may be suspended without pay and be subject to further disciplinary action, up to and including termination.

J. TIME OFF FOR COUNSELING/REHABILITATION AND RETURN TO WORK

Work time lost will be paid according to applicable benefit plans of the Town (such as vacation, sick leave or personal day policies) to the extent available to the employee. Beyond such benefits, work time lost for counseling and rehabilitation will be without pay. An employee may return to work only after (i) he or she has been certified by the treatment facility as being free of substance abuse and fit to return to duty; and (ii) he or she has produced a clean urine sample which generates a negative test result.

Work time lost will be paid according to applicable benefit plans, if any.

K. MEDICAL BENEFITS FOR COUNSELING AND/OR REHABILITATION

Benefits are available as provided in the Town's medical insurance plan, depending on the medical diagnosis by the employee's physician in conjunction with the Town's benefit plans.

L. EFFECT OF A POSITIVE TEST AFTER REFERRAL

After an employee has been referred for counseling or rehabilitation under this Substance Abuse Policy, the employee must promise to remain drug free. A subsequent positive drug test may result in termination of employment.

VI. SEVERABILITY AND EFFECT

If any part of the Policy is determined to be void or unenforceable under state or federal law, the remainder of the Policy will remain in full force and effect to the extent possible.

VII. RESERVATIONS

No part of the Policy, or any of its procedures, is intended to affect the Town's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment, or of any terms or conditions of employment except as specifically provided herein. This Policy does not create an express or implied contract between the Town and any employee. Because it is impossible to anticipate every situation which may arise under this Policy, the Designated Town Official should be contacted to resolve any situation not addresses herein. This contract should be made before action is initiated, if at all practicable. The Designated Town Official is responsible for the overall implementation of this Policy.

The Town reserves the right to interpret, change, modify, amend, or rescind this Policy in whole or in part. Exceptions to this Policy may be granted in unusual or extenuating circumstances, but only with the concurrence of the Designated Town Official.

VIII. CONFIDENTIALITY

All information involving drug or alcohol tests, medical examinations, counseling, rehabilitation or treatment of an individual employee or applicant shall be treated as confidential. All such information will be accessible only to those Town officials and designated medical or professional persons as have been approved on a valid need to know basis. It will not be provided to any other party without the employee's written consent, except pursuant to administrative or legal procedure or process. Any employee who willfully discloses such information in violation of the Town policy will be subject to disciplinary action, up to and including termination.

IX. NOTIFICATION TO EMPLOYEES OF POLICY

A summary of the Town's Substance Abuse Policy shall be made available to all employees.

CONSENT FOR DRUG AND/OR ALCOHOL SCREENING

Name of Employee (Please Print)

Last	First	Middle
------	-------	--------

I understand that in accordance with the Town of Jonesville’s policy of providing and maintaining a safe and healthful working environment for all employees, that I will submit to a drug or alcohol screen test.

I hereby authorize the release of the results of the test to management of the Town of Jonesville and its designated medical or professional representatives.

Nothing in this consent form is to be construed as a contract between the parties.

I HAVE READ THE FOREGOING CONSENT AND KNOW THE CONTENTS THEREOF AND SIGN THE SAME OF MY OWN FREE WILL.

Signature

Witness

Date

Date

TESTING REQUEST FORM

This form is to be used to document the reasons for requesting that an employee be asked to submit to a drug or alcohol screen test. Only those questions which apply need to be answered. Additional pages, if necessary, should be attached along with any other relevant documents.

Employee's Name _____

Facility _____ Shift _____

A. Was There an Incident? Yes _____ No _____

1. Description of event _____

2. Time and Date _____

3. Extent of injury to persons or property _____

4. Employee's Actions _____

B. Is the Employee in a Safety Sensitive Position? Yes _____ No _____

C. Observation of Employee (date: _____ time: _____):

1. WALKING –
 - Falling Holding On Staggering Stumbling
 - Swaying Unable to Walk Unsteady
2. STANDING –
 - Feet wide apart Rigid Sagging at knees
 - Staggering Swaying Unable to stand
3. SPEECH –
 - Mute Incoherent Rambling Shouting Silent
 - Slobbering Slow Slurred Whispering
4. DEMEANOR –
 - Calm Cooperative Crying Excited Fighting
 - Polite Sarcastic Silent Sleepy Talkative
5. ACTIONS –
 - Calm Drowsy Erratic Fighting Hostile
 - Hyperactive Profanity Resisting communications
 - Threatening
6. EYES –
 - Bloodshot Closed Dilated Droopy Glassy
 - Watery
7. FACE –
 - Flushed Pale Sweaty
8. APPEARANCES/CLOTHING –
 - Bodily excrement stains on clothing Dirty Unruly
 - Having odor Messy Neat Partially dressed
9. BREATH –
 - Alcoholic odor Faint alcoholic odor No alcoholic odor
 - Marijuana odor Faint marijuana odor No marijuana odor
10. MOVEMENTS –
 - Fumbling Hyperactive Jerky Nervous
 - Normal Slow
11. EATING/CHEWING –
 - Candy Gum Mints Nothing Other_____

D. History

1. To your knowledge, has the employee previously signed a Last Chance Agreement? Yes _____ No _____ Don't Know _____
2. If yes, when? _____

E. Attendance

1. Number of Mondays or Fridays missed in the last two months _____
2. Total absences in the last two months _____
3. Times tardy in last two months? _____
4. Times employee left early in last two months? _____

F. Performance Level

1. Has there been a recent change in the employee's level of performance?
Yes _____ No _____
2. If yes, describe _____

G. Other Observations _____

H. Other Factors _____

I. Other Witnesses _____

Signature

Date

Printed Name

Approved: _____

Approved: _____

LAST CHANCE ASSISTANCE AGREEMENT

Name of Employee (Please Print): _____
Last First Middle

1. I voluntarily acknowledge that I have a drug and/or alcohol problem and I wish to avail myself of treatment through the Town’s counseling and/or rehabilitation program. I agree to submit to a Town administered drug and/or alcohol screening prior to my referral to the program to assist in assessment and treatment of my problem.

2. I promise to fully cooperate and participate in the counseling and/or rehabilitation program in accordance with instructions and requirements of program administrators. I understand that any Town of Jonesville approved leave of absence to continue in a counseling or rehabilitation program may be reviewed on a weekly basis.

3. I authorize counseling or rehabilitation representatives to confer with Town officials regarding my attendance, progress and suitability for continued employment or return to active employment, as the case may be, including the disclosure of medical/psychiatric evaluations and substance abuse testing of me.

4. I understand that as a pre-condition to my returning to work, I must test negative on a Town of Jonesville administered drug test. I also understand and agree that I will willingly submit to random, unannounced drug testing at any time after my return to work, and that if I test positive on any such test, or if I refuse to take a test as requested, I will be subject to immediate termination. I understand and agree that unannounced testing may be required of me for up to two years (24 months) following the date of the agreement.

5. If I have received treatment for drug abuse, I understand and agree that my future employment depends upon my remaining free of drug abuse for the entire duration of my continued employment, and that this “LAST CHANCE” opportunity afforded me by the Town is conditioned accordingly. I further understand and agree that nothing herein alters my right and the Town’s right to terminate or modify my employment relationship at any time and for any reason.

6. If I have received treatment for alcohol abuse, I understand and agree that for the entire duration of my continued employment, I will not use alcohol in a manner that violates company policy. I further understand and agree that I will be held to the same attendance, performance, safety, behavioral, and other standards as every other employee of the Town of

Jonesville, and if my alcohol use causes me to violate those standards, I will be subject to discipline or discharge on the same basis as other employees who violate those standards for non-alcohol-related reasons. I further understand and agree that I may be tested for alcohol use based on reasonable cause; after an accident or incident which caused or reasonably could have caused personal injury or property damage in which my inaction or action was a contributing factor; or upon my request if the Town of Jonesville agrees. I further understand that nothing herein alters my rights and the Town of Jonesville's right to terminate or modify my employment relationship at any time and for any reason.

7. I understand that upon my continued active employment or return to active employment, I must meet all established standards of conduct and job performance required of any other employee.

APPROVED:

Employee

Date: _____

Title

Date: _____

EMPLOYEE ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that the Substance Abuse Policy of the Town of Jonesville has been reviewed and explained to me, and that I have received a summary of the policy.

I further acknowledge the following:

- 1. I have been notified that the unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs or other controlled substances is prohibited in the Town’s workplace, and that violations of these prohibitions will subject me to disciplinary action under the policy.
- 2. That I will abide by the Town’s Substance Abuse Policy.

I understand that the above in no way creates an obligation or contract of employment and that I, as well as the Town of Jonesville, have the right to end the employment relationship at any time.

Employee Name _____
(Please print)

Social Security # _____

Date _____

Employee Signature

Witness