



ADMINISTRATIVE DIRECTIVE 07/01/2009

TO: Each SCHRA Employee
FROM: Executive Director, James Coy Anderson
SUBJECT: Suspicious Illegal Drug Screening Policy
DATE: July 1, 2009

EFFECTIVE JULY 1, 2009

TN LAW (TCA 71-3-514)

It is the policy of the South Central Human Resource Agency to maintain a Drug Free Workplace. (**see Personnel Policies & Procedures 806.1**) This policy applies to all agency employees prior to this directive and future employees. Pursuant to agency policy and State of Tennessee Law (**TCA 71-3-514**) the Agency shall upon reasonable suspicion of any illegal drug use:

1. Require employee to submit to a drug/alcohol test immediately.
2. Refusal by employee to submit to drug/alcohol test will be considered insubordination and result in immediate termination.
3. Based on safety policy the employee shall be placed on leave until such test can be completed and results determined.
4. Payment of such test will be made by the Grant/Department in which the employee works.
5. Upon results of Drug Test make a determination based on (SCHRA Policies & Procedures 806.1) as to the disciplinary actions for any employee who has tested positive for illegal drug use.
6. Results of any Drug Test conducted for reasonable suspicion or other necessary drug test for employment of continued employment shall be maintained in Agency Personnel Department in a confidential file.
7. Any reasonable suspicion should be documented by noting events based on the following:

Reasonable Suspicion (events):

Deterioration in job performance or changes in personal traits or characteristics;

Appearance in a specific incident or observation which indicates that an individual is under the present influence of drugs;

Charges in personal behavior not attributable to other factors;

Involvement in or contribution to an accident where the use of drugs is reasonably suspected, regardless of whether the accident involves actual injury;
or

Alleged violation of or conviction of criminal drug law statutes involving the use of illegal drugs or prescription drugs.

Employee Signature

Date

Cc: Personnel File