

# Standard Operating Procedure: Drug Testing Policy and Procedures

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**Department: Human Resources**

**Updated: 03/10/2020 to go into effect 04/01/2020**

**Purpose:** To define the Tampa Metropolitan Area YMCA drug testing policy and procedures to maintain Drug Free Workplace Act, statute 440.101 status.

**Definitions:**

**Policy:**

The Tampa YMCA is a Drug Free Workplace. Below are the pre-hire, random, suspicion and workplace injury drug test policies. At any given time, if an applicant/associate refuses to take the drug test or does not take the drug test within the required timeframe (within 24 hours of notification), the job offer will be withdrawn/associate will be terminated.

- **Pre-Employment:**

All applicants consent to complete a drug test. Applicants offered grant positions that requires the Tampa YMCA to follow Florida's Drug Free Workplace will be required to take a drug test pre-employment. Also, all applicants offered positions that require drug testing pre-employment from other regulatory institutions (example: bus drivers) will also be drug tested at offer.

- **Random drug testing:**

Hired applicants will be put into a random drug testing pool for 90 days after hire date. On a quarterly basis, our drug test provider will randomly pull 5% of the new hires to take a drug test within 24 hours of notification.

- **Suspicion:**

If an associate is displaying behavior of being under the influence, the direct supervisor and Executive Director must contact their HR Generalist to concur there is reasonable suspicion. HR will send a suspicion test form to the direct supervisor, Executive Director or Leader on Duty (Note- needs to be a Tampa YMCA approved driver) to drive the associate to a local drug test provider to have the associate take a drug test. The associate will be paid for their time to take the drug test. The associate will be suspended (unpaid) pending the results of the drug test.

- **Injury at Work:**

All applicants consent at time of hire to be drug tested for an accident/ injury during work hours.

## **Procedures:**

- **Pre-Hire:**

HR will issue a drug test through the drug test portal (see issue drug test SOP) for positions that require a drug test pre-hire. HR will notify the hiring manager once the associate is eligible to be hired.

- **Random drug testing:**

The HR Director will receive a listing of associates randomly selected from our drug testing vendor partner on a quarterly basis. The HR Director and/ or the HR Generalist will issue the Employer Authorization Form and Drug Test Notification Form to the Executive Director. The Executive Director will issue the letter and form to the associate. The Executive Director will email the HR Director/ HR Generalist the date and time they issue the letter and form (please note to only issue on a Monday – Thursday and to be conscientious of holidays.) The associate will have 24 hours to complete the drug test. HR will notify the Executive Director of a positive drug test (note- HR will not notify if they passed).

- **Suspicion:**

HR, the Executive Director and direct supervisor will discuss the situation to determine if a drug test should be issued. HR will send a suspicion test form to the direct supervisor, Executive Director or Leader on Duty (Note- needs to be a Tampa YMCA approved driver) to drive the associate to a local drug test provider to have the associate take a drug test. The associate will be paid for their time to take the drug test. The associate will be suspended (unpaid) pending the results of the drug test.

- **Injury at Work:**

The Executive Director or Leader on Duty will contact Cheryl Lautzenheiser or their direct HR Generalist at the time of injury. An authorized Tampa YMCA driver must take the associate to an approved medical center. The employee will take a copy of the Employee First Report of Injury form to an approved medical provider and a copy of the Employee First Report of Injury form must be scanned and emailed to Cheryl.Lautzenheiser@tampaymca.org. The associate should be paid for their time at their first appointment. Subsequent follow up appointments are on personal time.