

Alcohol and Drug Use

Policy # 607

Effective Date: 9-1-09

Revision Date:

Policy:

UC Physicians is a drug-free workplace. The use and/or sale of non-prescribed drugs or alcohol during work hours are prohibited. If an employee comes to work under the influence of drugs or alcohol, uses drugs or alcohol during work or sells drugs or alcohol on company property, the employee will be terminated.

Procedure:

1. If the employee reports to work and is suspected of being under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or within the vicinity of the employee or behavior that suggests impairment or influence of drugs or alcohol, or negative performance patterns. UCP reserves the right to require that the employee subject to an alcohol or drug test at a hospital or doctor's office. Refusal to consent to testing will result in immediate termination.

2. If there is a reason to suspect that the employee is working while under the influence of alcohol or drugs Human Resources should be contacted immediately.
 - A. The employee should be removed from the work site .
 - B. The Observation Checklist (Exhibit A) provided by Human Resources must be used to evaluate the employee. If Human Resources is not present, the manager will evaluate the employee and ask the employee for an explanation.
 - C. If there is not a reasonable explanation, the employee must participate in an evaluation, including alcohol and drug testing the same day as the evaluation. If the employee is taking a prescribed drug and is displaying unusual behavior, the employee should be sent home or make arrangements for transportation. The University of Cincinnati Health Services at Holmes Hospital is open from 8:00am-5:00pm for alcohol and drug testing. Another option is Concentra Sharonville (Exhibit B); Concentra Norwood (Exhibit C) offices, which are open 8:00am-5:00pm. If after hours, the nearest Urgent Care (Exhibit D) can conduct drug testing. For transportation to the alcohol and/or drug testing facility the employee will be transported by cab or the employee can make arrangements for transportation. Two staff, including the manager and/or the HR representative, will follow the cab.
 - D. If the employee's results are positive, the employee will be given the opportunity to explain the positive result. The employee will be subject to disciplinary action up to and including termination.
 - E. The employee will be suspended with pay until the results of the evaluation and testing are available.

3. UC Physicians will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing.

On File

Policy Approved by

Date

