

Drug Testing / Substance Abuse Policy

PURPOSE:

To ensure the County of Monmouth's work environment is drug and alcohol free, and in compliance with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) regulations, the County has established the Drug Testing/Substance Abuse Policy.

SCOPE:

The Monmouth County Drug Testing/Substance Abuse Policy applies to all employees whose job duties require a Commercial Drivers License, any employee who drives a County vehicle, those who perform safety sensitive functions as defined by the FHWA, FTA, FMCSA and DOT, and any employee who is in a safety sensitive position as defined by the County of Monmouth. A safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. It would be particularly dangerous if such an employee is using drugs or alcohol while on the job. An employee has to be diligent and of clear mind while occupying such positions.

POLICY:

Monmouth County recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor or Department/Division Head to be intoxicated or under the influence of alcohol or drugs during working hours, or is under reasonable suspicion of same, will be immediately tested and is subject to discipline, up to and including termination. The supervisor or Department/Division Head is to immediately report any reasonable suspicions to Human Resources, Office of Professional Standards.

Additionally, employees should be aware that although personal use of cannabis is now legal in New Jersey, County employees are not permitted under any circumstances to be in a County workplace under the influence of, or in possession of cannabis, whether obtained legally or not, and any employee found to be impaired at work will face adverse employment action up to and including removal from employment.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment is contingent upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, up to and including termination. Supervisors or Department/Division Heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

This Policy also applies to all County employees with respect to reasonable individualized suspicion testing. Testing takes place under the following circumstances:

All Employees:

Reasonable Individualized Suspicion Testing

CDL Drivers and Employees in Safety Sensitive Positions:

Follow-up Testing

Post-Accident Testing

Pre-Employment Testing

Random Selection Testing

Return to Duty Testing

All employees must report any arrest or conviction for offenses involving either alcohol or drugs to their immediate supervisor within five (5) days of a formal charge or conviction. At no time may an employee drive a County vehicle without a valid driver's license.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor or Department/Division Head or Human Resources, who is required to maintain confidentiality regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act (HIPPA).

No prescription drug should be used by anyone other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Monmouth County property or while performing County business. Soliciting or distributing prescription drugs for or to other employees is strictly prohibited.

Refer to the detailed Substance Abuse Policy Guide and Drug-Free Workplace Policy for additional information.