



Policy Title:	Personnel: Alcohol and Drug Testing for Non-Safety-Sensitive Employees
Policy #:	06-001-0011
Effective Date:	3/18/2026
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To ensure compliance with the Drug-Free Workplace Act of 1988.

I. Policy Statement

St. Clair County Community Mental Health (SCCCMH) requires, in accordance with the procedures outlined in this Administrative Policy, that:

- All potential candidates participate in pre-employment drug testing.
- Any employee suspected of being under the influence of alcohol or unprescribed *controlled substances* or *illegal substances* during normal work hours should be sent for reasonable suspicion drug and/or alcohol testing if the determination process supports such.

II. Standards

- A. SCCCMH requires all candidates selected for employment to participate in pre-employment drug testing.
- B. SCCCMH requires non-safety-sensitive employees to review the Administrative Policy 06-001-0011, Alcohol and Drug Testing for Non-Safety Sensitive Employees.

- C. Use of illegal drugs is prohibited at all times.
- D. SCCCMH requires all employees who may be responsible to make reasonable suspicion determinations to complete the Reasonable Suspicion Training for Supervisors, assigned through MyLearning Pointe, prior to making a determination.
- E. Drug and alcohol testing results and custody control forms will be maintained as follows:
 - 1. Positive test results will be maintained for five (5) years post follow-up testing
 - 2. Negative and canceled test results will be maintained for one (1) year
- F. When a non-safety-sensitive employee is transferred into, or otherwise awarded, a safety-sensitive position, the Administrative Policy Personnel: Alcohol and Drug Testing for **Safety-Sensitive Employee** (SSE) must be followed.

III. Procedures, Definitions, and Other Resources

A. Procedures

Actions – For Pre-employment Drug Screens

Action Number	Responsible Stakeholder	Details
1.0	HR Designee	<ul style="list-style-type: none">1. Obtain the candidate’s signature on form #0732 Drug Testing: Consent to Diagnostic Procedure & Release of Information Authorization.2. Provide authorization to McLaren Port Huron Industrial Health Services for the candidate’s pre-employment drug screen.3. Instruct the candidate to report to McLaren Port Huron Industrial Health Services to obtain a drug screen, informing them of their cost, and that the cost will be reimbursed only upon receipt of a negative drug screen. McLaren Port Huron Industrial Health Services is open M-F 8:00 a.m.-4:30 p.m. It is recommended that the candidate go no later than 2:00 p.m.
2.0	Candidate	<ul style="list-style-type: none">4. Report to McLaren Port Huron Industrial Health Services to obtain a pre-employment drug screen.

Action Number	Responsible Stakeholder	Details
3.0	HR Designee	5. Obtain the drug screen result from My eScreen and inform the hiring supervisor of the result. 6. Reimburse the candidate for the drug test upon obtaining a negative result.

Actions – For Reasonable Suspicion Testing

Action Number	Responsible Stakeholder	Details
1.0	Trained Agency Official	1. Notify management immediately when it is believed the appearance or behavior of an employee is a result of the use of a prohibited drug and/or engagement in alcohol misuse.
2.0	Trained Agency Official/HR Designee	2. Using the Reasonable Suspicion Determination Report (form #0740), determine if <i>reasonable suspicion</i> testing is necessary and, if so, request the employee to proceed to McLaren Port Huron Industrial Health Services, accompanied by SCCCMH designee as the driver, for drug screen and/or alcohol testing as appropriate. Request HR assistance when necessary.
3.0	HR Designee	3. Maintain documentation of the testing referral for a minimum of two (2) years for negative results; five (5) years for positive results.

Actions – Post-Accident Testing

Action Number	Responsible Stakeholder	Details
1.0	Supervisor/HR Designee	1. Determine if the employee is subject to post-accident testing according to the circumstances that follow: <ol style="list-style-type: none"> a. The accident results in injuries to any party involved which require immediate medical treatment away from the scene, unless employee can be completely discounted as a contributing factor to the accident. b. One (1) or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident. c. A determination that the employee exhibits signs of impairment post-accident. The determination must be made by law enforcement or by a trained agency official, with appropriate documentation to support the

Action Number	Responsible Stakeholder	Details
		determination. Refer to form #0740 Reasonable Suspicion Determination Report.
2.0	Supervisor/HR Designee	2. When the result is positive, follow Administrative Policy 06-001-0055 Personnel: Corrective/Disciplinary Action accordingly.

Actions – Return to Duty Testing

Action Number	Responsible Stakeholder	Details
1.0	HR Designee	1. Send employee for return to duty testing, at the employee's expense, after a reasonable determined amount of time, depending on substance resulting in positive result. Employee must test negative before being cleared to return to duty. Upon negative result, employee will be reimbursed for that specific test.
2.0	Employee	2. Missed work time will require the use of any banked PTO available. In the event the employee does not have available PTO, the missed time will be unpaid.

Actions – Transfer/Awarded Safety-Sensitive Position

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	1. Notifies HR designee that employee has moved to a safety-sensitive position and must be added to the random alcohol and drug testing roster.
2.0	HR Designee	2. Obtain the employee's signature on form #0731 Drug Testing – Employee Certification of Notification and form #0736 Pre-Employment Notification & Acknowledgement. 3. Send employee for DOT pre-employment drug screen. 4. Upon receipt of negative drug screen, add employee to the random alcohol and drug testing roster.

B. Related Policies

[Administrative Policy #06-001-0055, Personnel: Corrective/Disciplinary Action](#)

C. Definitions

1. *Controlled Substance*: includes a drug or chemical whose manufacture, possession, and use is regulated by a government, such as illicitly used drugs

or prescription medications that are designated by law.

2. *Illegal Substance*: includes, cocaine, phencyclidine (PCP), opioids, and amphetamines.
3. *Reasonable Suspicion*: means a belief, drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience, that an employee is using or may have been using drugs or alcohol in violation of agency administrative policies or the law. See Exhibit A, Reasonable Suspicion Testing.
4. *Trained Agency Official*: means the person making the determination has completed the two (2) hour DOT/FTA Reasonable Suspicion Training.
5. *Safety Sensitive Employee (SSE)*: includes an employee who transports individuals served operating a revenue service vehicle and/or performs any of the following:
 - Operating a non-revenue vehicle requiring a commercial driver's license
 - Controlling the movement or dispatch of a revenue service vehicle
 - Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service
 - Carrying a firearm for security purposes

D. Forms

[#0731 Drug Testing – Employee Certification of Notification](#)

[#0732 Drug Testing: Consent to Diagnostic Procedure & Release of Information Authorization](#)

[#0736 Pre-Employment Notification and Acknowledgement](#)

#0740 Reasonable Suspicion Determination Report

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

n/a

F. References

1. Drug Free Workplace Act of 1988

IV. History

- Initial Approval Date: 03/2026
- Last Revision Date: BY:
- Last Reviewed Date: BY:
- Non-Substantive Revisions: N/A
- Key Words: Non- safety-sensitive, Safety-sensitive, SSE, Drug and Alcohol Testing, FTA, DOT