

## **Western Kane County Special Service District No. 1 Drug and Alcohol Testing Policy**

**Effective Date:** \_\_\_\_\_

### **Purpose**

The Western Kane County Special Service District No. 1 (District) is committed to maintaining a safe, productive, and drug-free workplace. Employees who are impaired by drugs or alcohol may present safety, productivity, and liability concerns. This policy establishes the District's procedures regarding drug and alcohol testing.

### **Prohibited Conduct**

The following conduct is prohibited:

- Reporting to work under the influence of illegal drugs or alcohol;
  - Using, possessing, selling, distributing, or manufacturing illegal drugs while on District property or during working time;
  - Misusing prescription medications or over-the-counter medications in a manner that affects workplace safety or performance;
  - Refusing to submit to a required drug or alcohol test;
  - Tampering with or attempting to alter a testing sample.
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### **Drug and Alcohol Testing**

The District reserves the right to require drug and/or alcohol testing under the following circumstances:

#### **1. Pre-Employment Testing**

All applicants receiving a conditional offer of employment may be required to successfully pass a drug test before beginning work.

#### **2. Random Testing**

Employees may be selected for random drug and/or alcohol testing at any time during employment. Random selections will be made using a neutral and non-discriminatory process.

#### **3. Reasonable Suspicion Testing**

Employees may be required to undergo testing when the District has a reasonable belief that an employee may be under the influence of drugs or alcohol based on observable behavior, appearance, speech, odors, accidents, or other relevant factors.

#### **4. Post-Accident Testing**

Testing may be required following workplace accidents, injuries, or safety incidents where permitted by law.

## **5. Return-to-Duty or Follow-Up Testing**

Employees who violate this policy and are permitted to return to work may be subject to additional testing.

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### **Testing Procedures**

Testing may be conducted through urine, saliva, breath, blood, hair, or other legally permitted methods by a qualified testing provider or laboratory selected by the District.

Employees and applicants may be required to sign a consent and authorization form before testing.

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### **Prescription Medications**

Employees using legally prescribed medications that may impair their ability to safely perform job duties should notify management or Human Resources when appropriate. Employees should not disclose medical details beyond what is necessary for workplace safety and accommodation purposes.

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### **Confidentiality**

Drug and alcohol testing information will be maintained as confidential to the extent required by applicable law and will only be shared with individuals who have a legitimate business need to know.

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### **Consequences of Violations**

Violations of this policy may result in disciplinary action up to and including withdrawal of a job offer or termination of employment.

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### **Compliance with Law**

This policy will be administered in accordance with applicable Utah and federal law. The District reserves the right to modify this policy at any time.

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### **Employee Acknowledgment**

I acknowledge that I have received and reviewed the District's Drug and Alcohol Testing Policy and understand that compliance with this policy is a condition of employment.

**Employee Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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