

**ARIZONA DEPARTMENT OF ADMINISTRATION  
POLICIES AND PROCEDURES**

<b>Policy Number:</b> ADOA/HRD PA5.03	<b>Issued:</b> November 2, 2018
<b>Subject:</b> Alcohol and Drug-Free Workplace - Drug and Alcohol Testing of Employees	<b>Effective:</b> November 2, 2018
<b>Policy Section:</b> Standards of Conduct	<b>Revised:</b>
<b>Policy Owner:</b> Human Resources Division	

This policy does not create a contract for employment between any Arizona Department of Administration (Department) employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the appointing authority.

**Scope:**

This policy applies to all Arizona Department of Administration (ADOA) employees.

**Authority:**

- A.R.S. Title 23, Chapter 2, Article 14, Drug Testing of Employees
- A.R.S. § 41-703, Duties of director
- A.R.S. § 41-743, Powers and duties of the director
- A.A.C. R2-5A-504, Alcohol and Drug-free Workplace

**Definitions:**

In this policy, unless the context otherwise requires:

*“Alcohol”* is defined in A.R.S. § 23-493 and means ethanol, isopropanol or methanol.

*“Contracted collection site or laboratory”* means any location(s) used by the state provider or contractor including any mobile unit or contracted facility.

*“Controlled substance”* is defined in A.R.S. § 36-2501 and means a drug, substance or immediate precursor in schedules I through V of title 36, chapter 27, article 2.

*“Cut-off level(s)”* are recommended by the U.S. Department of Health and Human Services (HHS) and mean the minimum concentrations of drugs or metabolites used to determine whether a specimen is positive or negative for the drug or drug class.

*“Drugs”* as defined in A.R.S. § 23-493, means any substance considered unlawful under the schedules of the controlled substances section of the comprehensive drug abuse prevention and control act of 1970, as amended, (P.L. 91-513; 84 Stat. 1247; 21 United States Code section 812) or pursuant to title 13, chapter 34 or the metabolite of the substance.

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“*Good faith*” is defined in A.R.S. § 23-493 and means reasonable reliance on fact, or that which is held out to be factual, without the intent to deceive or be deceived and without reckless or malicious disregard for the truth. Good faith does not include a belief formed with gross negligence. A good faith belief may be based on any of the following:

- (a) Observed conduct, behavior or appearance
- (b) Information reported by a person believed to be reliable, including a report by a person who witnessed the use or possession of drugs or drug paraphernalia at work
- (c) Written, electronic or verbal statements
- (d) Lawful video surveillance
- (e) Records of government agencies, law enforcement agencies or courts
- (f) Results of a test for the use of alcohol or drugs

“*Impairment*” is defined in A.R.S. § 23-493 and means symptoms that an employee while working may be under the influence of drugs or alcohol that may decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

“*Negative test result*” means test results which conclude that alcohol and/or the drug(s) or metabolite(s) tested for are either absent or below the cut-off level(s).

“*Positive test result*” means test results which conclude initial and confirmation test for alcohol and/or drug(s) and metabolite(s) are at or above the cut-off level(s).

“*Shared Services CHRO*” means the ADOA Human Resources Division (HRD), Shared Services Office Chief Human Resources Officer, or Shared Services designee, who is responsible for providing consultation on ADOA employee relations matters.

### **Policy:**

The Department maintains a drug and alcohol free workplace. All ADOA employees and management share in the responsibility of ensuring the workplace is free from drugs and alcohol. Use of illegal drugs, abuse of prescription and over-the-counter medications, and alcohol use during working hours shall not be tolerated.

In accordance with Arizona Administrative Code (A.A.C.) R2-5A-504, ADOA prohibits the manufacture, distribution, sale, dispensation, possession or use of alcohol, illegal drugs, unauthorized drugs, inhalants or other unauthorized controlled substances during working hours or while on state premises or worksites, including state vehicles and property leased to the state. A state employee shall not be impaired by drugs (whether legal or illegal) or alcohol while on duty.

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All ADOA employees are subject to reasonable suspicion drug and alcohol testing. Testing shall be conducted in accordance with applicable state statutes and rules, and this policy. Costs incurred for reasonable suspicion drug or alcohol testing, including reasonable transportation costs if the test is conducted at a location other than the employee's normal worksite, shall be paid by the ADOA division initiating the testing order.

In accordance with the Arizona Medical Marijuana Act, ADOA will not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person based upon either: the person's status as a Medical Marijuana Registry Identification card holder or a registered qualifying patient's positive drug test for marijuana unless the individual used, possessed or was impaired by marijuana on ADOA premises or during the hours of employment.

### Procedures:

#### Circumstances Under Which Testing May be Required

Reasonable suspicion drug and/or alcohol testing may be initiated when there is a good faith belief an employee is under the influence, currently using or has used drugs and/or alcohol based on one or more of the following:

- Observed conduct, behavior or appearance including, but not limited to:
  - Physical appearance
  - Poor judgment
  - Carelessness and/or erratic behavior
  - Slurred, slow, indistinct or unusual speech
  - Any such behavior, in conjunction with an accident
  - Smell or odor of marijuana or alcohol
- Information reported by a person believed to be reliable including a report by a person who witnessed the use or possession of drugs, drug paraphernalia or alcohol by an employee at work

#### Initiating Reasonable Suspicion Drug or Alcohol Testing

- Supervisors shall:
  - Obtain prior approval for reasonable suspicion drug and/or alcohol testing from the division Assistant Director, Deputy Assistant Director or designee
  - Contact the Shared Services CHRO to:
    - Determine if there is sufficient evidence to support reasonable suspicion drug and/or alcohol testing (if reasonable suspicion drug and/or alcohol testing is conducted after business hours, on a weekend or a holiday, the Shared Services CHRO shall be contacted the next business day during normal business hours)
    - Identify a contracted collection site meeting ADOA's requirements
  - Provide the employee the Drug-free Workplace Program Employee Test Notification Order form and a copy of this policy in person
  - Ensure the employee to be tested is immediately transported to the contracted collection site by an ADOA supervisor, manager, or designated Department official
- Reasonable suspicion testing normally shall occur immediately as practical on the day of the observed behavior(s), including before or after the employee's regular

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- work hours. The employee's time spent taking the test is considered hours worked, and the employee must be paid for the time (including any applicable overtime).
- If an alcohol test was not administered within eight hours, the supervisor shall cease attempts to administer the test and submit a written report giving the reasons the alcohol test was not administered
  - A screening test of a breath alcohol concentration:
    - Of less than .02% shall be considered negative and not require further testing
    - Of .02% or greater shall require a confirmation test to be performed
  - Drug testing shall include confirmation of any positive drug test result as defined in A.R.S. § 23-493.03
  - An employee requiring reasonable suspicion drug and/or alcohol testing shall:
    - Receive and acknowledge Drug-Free Workplace Program Employee Test Notification Order form
    - Be immediately transported to the contracted collection site/laboratory by an ADOA supervisor, manager, or designated Department official
    - Provide positive identification and the Drug-Free Workplace Program Employee Test Notification Order form upon arriving at the contracted collection site.

### Substances as to Which Testing May be Required

Employees may be tested for impairment by:

- Alcohol
- Controlled substances (schedule I through V) as defined in A.R.S. § 36-2501

### Specimen Collection and Testing Procedures

The contracted collection site or laboratory shall perform all sample collection and testing for drugs or alcohol impairment in accordance with the procedures outlined in A.R.S. § 23-493.03.

The employee must comply with the contracted collection site or laboratory and provide sufficient, timely, and usable sample(s) of urine, breath, saliva, hair, and/or blood as deemed appropriate by the contracted collection site or laboratory for the substance(s) being tested in accordance with A.R.S. § 23-493.01.

### Test Results and Records

The contracted collection site or laboratory shall transmit test results to the Shared Services CHRO in a timely and confidential manner.

### Right to Explain a Positive Test Result

- The Shared Services CHRO shall provide an employee an opportunity to confidentially discuss test results and verify their statements, which may include contacting, with the employee's consent, the employee's treating medical professionals. Failure to provide consent may be considered non-compliance with this policy.

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- An employee may wish to keep a list of medications taken within the last 30 days or other medical information in conjunction with a specimen collection should a positive result be reported. This information shall be retained by the individual.

### Confidentiality of Test Results and Records

- All program files, records, testing information, results and reports relating to drug or alcohol testing, shall be confidential
- Test results shall be available to ADOA officials only on a need-to-know basis
- An employee may obtain a copy of his/her test results by submitting a written request to the Shared Services CHRO
  - The request shall include the employee's name, EIN, method for receiving the test results, signature and date
  - The employee shall include a mailing address if the results are to be mailed
- All employee records, contracted laboratory reports, test results and electronic data related to drug and/or alcohol testing shall be treated as confidential medical records and maintained by the Shared Services CHRO, and shall not be placed in an employee's official personnel file
- Unauthorized dissemination of testing information/results is prohibited and may result in disciplinary action

### Consequences of Non-compliance: Adverse Action

An employee may receive disciplinary action, up to and including dismissal, based upon the Department's good faith belief and/or evidence and documentation of drug and/or alcohol use in violation of this policy including, but not limited to:

- Direct observation of the employee's behavior
- Evidence obtained and verified following an arrest or criminal conviction
- A verified positive drug or alcohol test result
- An employee's voluntary admission to the unauthorized use of drugs and/or alcohol; an employee who admits to drug and/or alcohol use after being notified shall submit to the required testing
- Providing altered, adulterated, or substituted test specimen(s)
- Refusal to:
  - Submit to any required alcohol and/or drug testing
  - Allow the contracted collection site professional to measure body temperature when the temperature of the urine is outside the acceptable temperature range
- Failure to provide sufficient sample(s) for required drug or alcohol testing
- Tampering with any part of the drug testing process to include records or specimens

### **Related Forms/Attachments:**

Drug-Free Workplace Program Employee Test Notification Order form

### **Corresponding Policies:**

N/A

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**Contact:**

If you have any questions related to this policy, please contact the ADOA Human Resources Division, Shared Services Office.

**Policy History (supersedes):**

Not applicable