

This program is established to reasonably ensure that compatibility exists between the physical/mental capability of the individual and the demands of the position being offered or held. This program shall be conducted in accordance with this Policy and in compliance with State and Federal law.

A. Post-Offer Evaluations

Each individual selected for appointment to a pre-determined classification as a regular employee shall be required to submit to a post-offer evaluation given or authorized by the County. Post-offer evaluations are set out by administrative procedures. The evaluation can occur only after a conditional offer of employment has been made. The individual shall not begin employment, or in the case of an employee, shall not be assigned to work in the new position, until the evaluation has been completed and information regarding the individual's ability to perform the job has been obtained.

B. Random Alcohol and Controlled Substance Testing

Employees in positions which require a commercial driver's license will be tested for alcohol and controlled substances on a random basis. This unannounced random testing will be conducted in accordance with established administrative procedures and in compliance with State and Federal law.

C. Alcohol and Controlled Substance Testing Based On Reasonable Suspicion

If an Appointing Authority has reasonable suspicion that an employee is under the influence of drugs and/or alcohol while on the job, the Appointing Authority may require the employee to be tested for alcohol and/or controlled substances. The employee is to be transported to one of the County's occupational medicine providers immediately. The Appointing Authority taking this action shall inform Finance and Risk Management of the testing, but is not required to obtain prior authorization for such testing. The medical provider will require the employee to sign a medical consent form. The employee's written consent to the testing is necessary, and the employee shall be advised of his/her options and the consequences of refusing to consent. An employee who refuses to give written consent for the testing may be subject to disciplinary action up to and including dismissal.