



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Drug Use Policy
Reference Number:	ADM 02-006
Effective Date:	1-Mar-11
Last Revision Date:	28-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this guideline is to outline the procedure for ensuring a drug, alcohol, and tobacco free workforce at Wintergreen Fire & Rescue.

Policy:

Drug testing will be conducted:

1. After a significant accident, as determined by the officer in charge, or the Chief.
2. For reasons of “probable cause” as determined by the officer in charge, or the Chief.
3. May be completed as part of pre-employment, pre-volunteer screening.
4. May be completed as a part of a random testing program.

Drug testing will be completed by an off-site independent laboratory such as Augusta Health.

Employees may be selected at random using the last four digits of their social security numbers. The laboratory employees will randomly select the employee and notify the Chief. The employee will be notified and will report to the lab on their next scheduled work day to be tested.

All positive test results will be confirmed with a separate test (Per Lab Guidelines). Also, per lab guidelines, a Medical Review Officer will review positive results with the employee to rule out or confirm any possible acceptable reason for the positive result (Prescription meds, for example).

A double-positive test for alcohol or an illegal substance will result in the employee being placed on unpaid leave until they complete a rehab program which both the employer and employee agree upon. (An employee on probation at the time of offense will be terminated.) After completion of the program, the employee will again be tested. If the test is negative, the employee may be reinstated and pay will resume. The employee will be subjected to quarterly testing for the year following rehab, and yearly testing thereafter. The employer will pay for the rehab expenses; however, the unused vacation time of the

employee will be reduced in an amount equal in dollars to the cost of the rehab. If vacation time is not available, the use of sick time will be considered.

A positive test for nicotine will result in a 90 day probation. During this 90-day period, the employee will be responsible for stopping the use of all tobacco products. The employer will pay for cessation related expenses, however the stipulations stated above will apply. At the end of the 90-day probation, the employee will be retested. A negative test will result in the probation period being lifted so long as no other event has occurred to prolong the suspension. The employee will be subjected to quarterly testing for the year following the infraction, and yearly testing thereafter. If the employee fails to pass any subsequent tests, he or she may be terminated.