

Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy for Employees Occupying Safety-Sensitive Positions

Policy Number: 2021-0004
Issue Date: 01-12-2021
Replaces: PER 15-2-2 (AEP)

AUTHORITY

Pursuant to King County Code 2.16.036 and 3.12.350, the Director of the Department of Human Resources is responsible for the adoption and administration of the County personnel system. This policy is approved by:



Director, Department of Human Resources

1/12/2021

Policy Effective Date

PURPOSE AND APPLICABILITY

King County is committed to safely and efficiently providing the highest quality services to our residents by maintaining a healthy drug- and alcohol-free work environment. This policy promotes decreased absenteeism, increased productivity, and prevents accidents and casualties. The policy is intended to ensure compliance with state and federal laws, rules, and regulations including the Omnibus Transportation Employee Testing Act of 1991 and the U. S. Drug Free Workplace Act of 1988. In addition to the federal requirements, the policy is designed to encourage and support appropriate professional assistance to interested employees with drug and alcohol problems.

This policy applies to all King County executive branch departments, offices, divisions and agencies and includes all career service, provisional, temporary, probationary and appointed employees who occupy safety-sensitive positions. This policy also applies to transit contractors in safety-sensitive positions.

REFERENCES

King County Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy Handbook (the "Policy Handbook"), as amended (See *Appendix A*)

United States Drug Free Workplace Act of 1988, 41 U.S.C. 10, § 701 *et. seq.*

Federal Department of Transportation 49 CFR Parts 40, 382, 655; & 46 CFR Parts 4 and 6; 33 CFR Part 95, as amended

Omnibus Transportation Act of 1991

DEFINITIONS

See *Appendix C*

POLICY

Every King County employee or employee of a transit contractor who holds a position which could be defined as safety-sensitive is subject to regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991; and, each employee, in accordance with this Act and under King County authority shall follow policies and procedures as defined in *Appendix A* of this policy.

This policy is administered by the Program Manager for the King County Drug and Alcohol Program (“the Program Manager”) in collaboration with the King County Employee Assistance Program. The Program Manager shall be responsible for:

- Working with the affected departments to review and implement the provisions and regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991;
- Developing and distributing such modifications, amendments and revisions to the rules and procedures contained in the *Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy Handbook*, as necessary;
- Enacting such additional policies and procedures as may be necessary to ensure King County's compliance with state and federal law affecting drug and alcohol matters; and
- Maintaining a current list of safety-sensitive county positions and a current list of employees who occupy safety-sensitive positions.

Nothing herein is intended to waive a union's legal right to bargain over modifications, amendments and revisions to the extent that they are mandatory subjects of bargaining.

APPENDICES

A - [Prohibited Drug Use and Alcohol Misuse Education and Testing Program Handbook](#)

B - [List of Safety Sensitive Positions](#)

C - [Definitions](#)

QUESTIONS

Refer all questions or comments to your department's [HR Manager](#) or to the Department of Human Resources.