

MS 650 Drug Free Workplace Program Procedures

1.0 Purpose

The purpose of this handbook is to provide procedural guidance to MS 650 Drug Free Workplace Program.

2.0 Scope

These procedures apply to applicants to testing designated positions, random testing of all employees in testing designated positions, voluntary testing, and drug testing for any employee who meets the definition of reasonable suspicion.

3.0 Testing Duties of the Drug Program Coordinator

3.1 Types of drug testing

3.1.1 Random drug testing

For random drug testing, the Drug Program Coordinator will determine the number of testing days per year and the specific testing dates. The number of testing dates per year will range from one to six (not to exceed six per year).

3.1.2 Applicant drug testing

The Drug Program Coordinator will arrange drug testing for all applicants selected for testing designated positions after their selection and before a final offer is extended to the applicant. The Office of Inspector General (OIG) Drug Program Manager will arrange testing of all OIG applicants for OIG testing designated positions.

3.1.3 Reasonable suspicion drug testing
For any employee who meets the criteria for reasonable suspicion, the Drug Program Coordinator will arrange for the individual to be drug tested at the earliest opportunity. (The criteria for reasonable suspicion are listed in the Peace Corps Drug-free Workplace Plan, Section X; part A.)

3.1.3 Voluntary drug testing

(a) Voluntary Referral

A fundamental purpose of the Peace Corps Drug-free Workplace Plan is to assist employees who themselves are seeking treatment for drug use. For this reason, the Peace Corps will not initiate any disciplinary action against any employee who meets all three of these conditions laid out in the Plan:

- (1) Voluntarily identifies him/herself as a user of illegal drugs prior to being identified through other means;
- (2) Obtains counseling or rehabilitation through an Employee Assistance Program; and
- (3) Thereafter refrains from using illegal drugs.

Please see section VIII(F) of the Plan for full details on Voluntary Referral.

(b) **Voluntary participation in random testing**

Any employee, regardless of test designation status, may volunteer for unannounced random testing by notifying the Drug Program Coordinator in writing. These employees will be included in the pool of testing designated positions subject to random testing, and will remain in the pool until they withdraw from participation at least 48 hours prior to a scheduled test by again notifying the Drug Program Coordinator in writing of the request to withdraw.

3.2 Notification Process

On the scheduled date of the random drug testing, the Drug Program Coordinator will notify the selected employees and their immediate supervisors of the selection for testing.

The notice to selected employees must:

- (a) state the time and location to report to the collection site;
- (b) inform the employee of the requirement to comply with all instructions given by collection site personnel;
- (c) instruct the employee to refrain from bringing unnecessary personal items, or work materials to the collection site;
- (d) advise the employee of the opportunity to submit medical documentation that may support a legitimate use for a specific drug;
- (e) instruct the employee that their supervisor must inform the Drug Program Coordinator if the selected employee is unavailable during the prescribed timeframe for legitimate reasons (e.g. travel, approved leave, etc.) and provide supporting documentation as appropriate. Unless prior approval for a change in reporting time is obtained in accordance with 3.3.1, employees must report as scheduled for testing or be subject to disciplinary action.
- (f) Supervisors of selected employees who are unavailable for legitimate reasons (e.g. travel or approved leave, etc.) must notify the Drug Program Coordinator who will reschedule the testing.

3.3 Reporting Time Change

Reporting times may not be changed unless required in order to maintain work operations under extraordinary circumstances.

3.3.1 Supervisor's Request for Reporting Time Change

A supervisor must immediately submit a request for a change to the selected employee's reporting time, with supporting documentation as appropriate to the Drug Program Coordinator for approval by Director, Human Resource Management.

3.4 Failure to Comply with or Report for Testing

An employee who fails to comply with their notice or report for testing as scheduled will be subject to disciplinary action. Exceptions to this are addressed in 3.2.6 and 3.3.1.

3.5 OIG Staff Testing

The OIG Drug Program Manager will be notified by the Drug Program Coordinator in all cases to arrange for independent testing of OIG staff selected for random testing.

4.0 When a Positive Test is Reported

4.1 Drug Program Coordinator will notify Associate Director, Office of Management; Director, Human Resource Management; General Counsel; Manager, Employee and Labor Relations; Associate Director, Safety and Security, the individual who tested positive and their supervisor.

4.2 The Drug Program Coordinator will convene the notified parties to discuss courses of action in accordance with MS 650.

4.3 The Drug Program Coordinator will provide information on the Peace Corps Employee Assistance Program to the individual who tested positive.

4.4 For applicants to testing designated positions, the Drug Program Coordinator will notify Director, Human Resource Management; and the Manager, Staffing and Classification.

5.0 When a Negative Test is Reported

The Drug Program Coordinator notifies the individual tested that the test result was negative.

6.0 Training

The Drug Program Coordinator ensures appropriate training materials and training sessions are made available to TDP personnel and supervisors of TDP personnel.