

OPP 4.9 DRUG-FREE WORKPLACE POLICY

PURPOSE: To establish and implement a zero-tolerance, drug-free workplace for paid employees whose primary job responsibility is to care for and supervise any minor from birth to age 18, including: infants, toddlers, children, pre-teens and teenagers. This policy also applies to any employee who is suspected of being under the influence while at work on or off church grounds, or while representing the church with the public. This policy describes which conditions will be considered a violation of this policy, the scope of disciplinary measures possible, and opportunities for rehabilitation and performance improvement.

Round Rock Christian Church intends to help provide a safe and drug-free work environment for our congregation, our children and our employees. With this goal in mind and because of the serious drug abuse problem in today's society, we have established this policy for existing and future employees engaged in the care and supervision of any minor from birth to age 18 at Round Rock Christian Church, and for any employee suspected of being under the influence while representing Round Rock Christian Church as an employee of the church. The employee's immediate Supervisor will be the first point of contact for any disciplinary action, which may or may not include consultation with the Personnel Team of the Church.

Round Rock Christian Church explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Church property or while performing an assignment as a paid employee or volunteer.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Church premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Church's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from Church premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Church's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system, or on their person, while at work, while on the premises of the Church, or while on Church business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Round Rock Christian Church will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Senior Minister, with guidance from Church Personnel Team and Guiding Board Moderator.
- **FOR-CAUSE TESTING:** Round Rock Christian Church may ask an employee to submit to a drug and/or alcohol test at any time it is believed that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following

Round Rock Christian Church (Disciples of Christ)

OPP 4.9 Drug-Free Workplace Policy and Agreement/Consent to Drug and/or Alcohol Testing

Instituted November 16, 2015

circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, sudden negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.
- **PRE-EMPLOYMENT TESTING:** Effective immediately upon the adoption of this policy, all applicants for any position of the Church whose primary function will be the care and supervision of infants, toddlers, and children will agree to submit to a drug test, which will be paid for by the employer as a condition an offer of employment. Currently employed personnel in any capacity will be exempt from this new requirement of employment, unless, and in the case of, Random, For Cause, and Post- Accident testing as described above.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including, possible termination from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

DISCIPLINARY MEASURES

Possession or Being Under the Influence of Narcotics/Alcohol on Church Property

Any employee who is found to be under the influence of, or in possession of narcotics and/or alcohol on church property may be subject to termination.

Positive Test Results for Narcotic and Alcohol Substances

Receiving a positive test result for any narcotic substance will result in disciplinary action, including, but not limited to: written warning, probation, and termination.

The Employee will agree to submit to random drug test(s) during a six-month probationary period, scheduled at the discretion of the employer. A second positive test result during this time period will be cause for immediate termination.

An employee may opt for an unpaid Administrative Leave for a period not to exceed 90 days for the purpose of attending an inpatient Rehabilitation program. Upon return to full work status, the employee will enter a six-month probationary period.

Violent, Aggressive or Erratic Behavior

Any employee exhibiting violent, aggressive or erratic behavior while at work will be asked to leave church property immediately, and may be asked to submit to a drug test before allowed to return to work in a probationary status.

MANDATORY AGREEMENT TO THIS POLICY

All current and future employees of Round Rock Christian Church will indicate they acknowledge and agree to this policy by signing and dating this document. Employees who refuse to sign this policy and/or refuse to a reasonable search when violation of this policy is suspected or evidenced, and/or refuse to undergo mandatory testing under this policy will be subject to immediate termination. Before termination, the employee will be reminded of the policy and the risk of termination for non-compliance. All future applicants for any position in the care and supervision of infants, toddlers, and children, as a condition of their pre-employment screening, will sign this document and submit to a pre-employment drug screen.

CONFIDENTIALITY OF TEST RESULTS

Pursuant to HIPAA regulations, all pre-employment negative test results will be maintained in the employee's confidential personnel file in a locked cabinet drawer located in the Senior Minister's Office. All positive test results from pre-employment candidates and current employees will be maintained in a separate locked file maintained in the Administrative Manager's office.

ATTESTATION

By my signature below, I attest that I understand and agree to abide by this policy as a condition of my employment with Round Rock Christian Church.

Employee Signature_____

Date_____

Witnessed by_____

Date_____

DATE CREATED: November 16, 2015

LAST REVIEW and REVISION: May 2018

APPROVED BY THE GUIDING BOARD: February 25, 2019

ROUND ROCK CHRISTIAN CHURCH
DRUG AND/OR ALCOHOL TESTING CONSENT FORM
EMPLOYEE AGREEMENT / CONSENT TO DRUG AND/OR ALCOHOL TESTING

I hereby agree, upon a request made under the drug/alcohol testing policy of Round Rock Christian Church, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the Round Rock Christian Church send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to Round Rock Christian Church and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize Round Rock Christian Church to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Church officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless Round Rock Christian Church and the Christian Church (Disciples of Christ), and any testing laboratory the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Company or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Round Rock Christian Church and the Christian Church (Disciples of Christ), and any testing laboratory Round Rock Christian Church might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY IN THE FOLLOWING SITUATIONS: (1) WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, OR (2) IF THERE IS SUFFICIENT SUSPICION TO WARRANT TESTING, DUE TO EXHIBITING OF BIZARRE OR UNUSUAL BEHAVIOR ON MY PART, AND I AGREE TO SUBMIT TO ANY SUCH TEST, (3) AND AS A CONDITION OF EMPLOYMENT IF I AM HIRED IN THE CAPACITY TO CARE AND SUPERVISE INFANTS, TODDLERS, AND CHILDREN.

Signature of Employee

Employee's Name - Printed

Signature of Witness

Witness Name – Printed

Date