

CITY OF SAN ANTONIO

ALCOHOL & CONTROLLED SUBSTANCES TESTING & PROCEDURES

+ Random Testing: Primary Drivers

Step 1

- Contact Concentra Medical Group during normal business hours. (Refer to FAQs)
- Utilize A&D if the employee works second shift. (Refer to FAQs)

Step 2

- The employee may drive himself/herself to the testing facility.
- The supervisor or designee may transport the employee personally or find alternate transportation.
- The supervisor or designee may remain with the employee until testing is complete.
- Employee must report for random testing within two hours of notification by supervisor.

Step 3

- The employee will return to work after random testing unless employee discloses alcohol, drugs or controlled substance use at which time employee shall be removed from driving.
- The employee may either be temporarily assigned to non-driving duties or placed on Administrative Leave until test results are received.
- Risk will notify HR of positive test results, who will then notify the department.

+ Post-Accident Testing:

Step 1

- Contact Concentra Medical Group during normal business hours. (Refer to FAQs)
- Utilize A&D if an accident occurs after hours, on weekends or holidays, if the employee is transported to a hospital, or if testing is needed on-site at the accident scene. (Refer to FAQs)

Step 2

- The employee may not drive himself/herself to the testing facility.
- The supervisor or designee may transport the employee personally, or find alternate transportation.
- The supervisor or designee must remain with the employee until the testing company arrives.

Step 3

- Alcohol concentration test results are provided to the supervisor before leaving the test site.
 - If the results for alcohol are 0.04% or greater, inform the employee that he/she is being placed on Administrative Leave.
 - If the results for alcohol are 0.02% but less than 0.04%, inform the employee that he/she is being placed on 24-hour Administrative leave.
 - If the results for alcohol are negative or less than 0.02%, the supervisor should assess if the employee is impaired. If the supervisor determines the employee is impaired, the employee should be informed that he/she is being placed on Administrative Leave.
 - If the supervisor determines the employee is not impaired, the employee may either be temporarily assigned to non-driving duties or placed on Administrative Leave until results of drug test are received.¹
- HR will receive the controlled substance results and will notify the department of results.

+ Reasonable Suspicion Testing:

Step 1

- Contact Concentra Medical Group during normal business hours. (Refer to FAQs)
- Utilize A&D if the employee works second shift. (Refer to FAQs)

Step 2

- The employee may not drive himself/herself to the testing facility.
- The supervisor or designee may transport the employee personally, or find alternate transportation.
- The supervisor or designee must remain with the employee until the testing company arrives.

Step 3

- The employee should be informed that he/she is being placed on Administrative Leave until test results are received.
- HR receives the test results and will notify the department of results.

¹ All employees placed on Administrative Leave must either be driven home by the supervisor/designee or arrangements must be made to have the employee driven home.

- Ensure you have current contact (home and/or cell phone) for the employee.
- Inform the employee to contact the ERBP the next day (if test is on the weekend or holiday, have them contact the ERBP by 8:00 a.m. on the following business day.)

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Notice of Administrative Leave

TO: _____

FROM: _____

DATE: _____

SUBJECT: Administrative Leave

Effective upon receipt of this memorandum, you are relieved of all your duties and placed on administrative leave with pay pending the results of your post-accident drug screen.

You shall be on administrative leave with pay until you receive further instructions, which may be oral or written. While you are on administrative leave with pay, you are required to call in daily by 8:00 a.m. beginning on the next business day (Monday-Friday) after the commencement of your administrative leave. Failure to call each weekday to talk personally with either of the listed persons shall result in unauthorized leave, **without pay**, for that day. Furthermore, your failure to make contact will also be treated accordingly under Administrative Directive 4.2, and you are reminded that two consecutive workdays of unauthorized absences may be considered a resignation.

Under no circumstances will calls to persons other than the persons listed be accepted. You are responsible for personally calling the listed individuals.

Contacts

Supervisor _____ Phone # _____ or

Employee Relations Business Partner _____ Phone # _____

Employee Signature _____

Address _____

Phone # _____