**EMPLOYEE ALCOHOL AND DRUG TESTING**

**Section 1. General**

**Section 1.1** No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or unauthorized controlled substances in violation of Hawthorn’s Drug-Free Workplace policy. Hawthorn may elect to test an employee for alcohol and/or unauthorized controlled substances if Hawthorn has reasonable suspicion that the employee has consumed alcohol or unauthorized controlled substances in violation of Hawthorn policy.

**Section 2. Program Coordinator and Training**

**Section 2.1** The Head of School or designee will serve as the program coordinator to implement the alcohol and drug testing program within the guidelines of this policy.

**Section 2.2** All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use.

**Section 3. Testing Program**

**Section 3.1** Any employee who suspects that an employee has violated the alcohol or drug prohibitions of this policy or the Drug-Free Workplace policy shall immediately report that concern to the Head of School. The Head of School will determine if there is reasonable suspicion that the employee has consumed alcohol or drugs in violation of Hawthorn policy, and will determine if a drug or alcohol test is appropriate.

**Section 3.2** Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. The Head of School or designee must escort the employee to the facility and make arrangements for the employee to be transported home from the facility.

**Section 3.3** Hawthorn will use testing facilities with appropriately trained personnel for alcohol and drug testing. The testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised. The testing program will allow for review by a Medical Review Officer, including an opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result.

**Section 3.4** Any alcohol or drug test will be administered as soon as possible. Employees will be drug-tested for marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP), benzodiazepines, methadone, methaqualone and propoxphane.

**Section 4. Refusal to Submit to Tests**

**Section 4.1** Drug and/or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath, saliva or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

**Section 5. Consequences**

**Section 5.1** Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including but not limited to suspension, termination, and/or referral for prosecution in accordance with Board policy and law.

**Section 5.2** If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by Hawthorn.

**Section 5.3** In addition to any disciplinary action taken, Hawthorn will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

**Section 6. Records and Reports**

**Section 6.1** Alcohol and drug test results and records shall be maintained by Hawthorn under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records maintained by Hawthorn pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests.

**Section 6.2** Test records shall be maintained with the separate medical files of each employee. Hawthorn shall maintain records and reports of its alcohol and drug prevention program as required by law.

Adopted November 18, 2019