

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE

SUBJECT: DRUG AND ALCOHOL TESTING PROGRAM

NUMBER: NN-HR-22

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ORIGINAL DATE: 11/17/98

REVIEW/REVISE DATE: 04/03/03, 03/02/06, 11/19/09, 9/20/12

APPROVAL: Cody L. Phinney, Agency Director

I. PURPOSE

To establish a standardized protocol for objectively determining the need for alcohol and drug testing of Northern Nevada Adult Mental Health Services (NNAMHS) employees

I. POLICY

To ensure that its employees do not report for work in an impaired condition resulting from the use of alcohol; controlled substances or any other drugs.

II. REFERENCE

1. STATE OF NEVADA, REASONABLE SUSPICION AND PRE-EMPLOYMENT ALCOHOL AND DRUG TESTING PROGRAM, prepared by the Division of Human /Resource Management, revised May 2012, available at <http://www.dop.nv.gov/drugtest-.pdf>.

2. NRS 284.4063 Grounds for disciplinary action: Failure to notify supervisor after consuming certain drugs; failure or refusal to submit to screening test; failure of screening test.
3. NRS 284.4062 Employee who consumes or is under the influence of alcohol or drugs or who possesses controlled substance on duty is subject to disciplinary action; state agency required to refer certain employees to employee assistance program.
4. NRS 284.4064 Appointing authority authorized to require employee who has consumed drug to obtain clearance from physician; inquiry regarding use of alcohol or drug by employee; preventing employee from continuing work.

III. PROCEDURE

1. As referenced in the STATE OF NEVADA ALCOHOL AND DRUG TESTING PROGRAM, prepared by the Division of Human Resource Management, revised May 2012, available at <http://www.dop.nv.gov/drugtest.pdf>
2. Except as otherwise provided in subsection 5 of NRS 284.4065, an employee who fails to notify his supervisor as soon as possible after consuming any drug which could interfere with the safe and efficient performance of his duties is subject to disciplinary action. Such employees are required to notify their supervisor immediately that they are taking a medication that could impair their ability to perform the essential functions of their position in a safe, efficient manner.
3. An employee who consumes or is under the influence of any other drug which could interfere with the safe and efficient performance of his duties, unless the drug is an integral part of a commonly recognized medication which the employee consumes pursuant to the manufacturer's instructions or in

accordance with a lawfully issued prescription, is subject to disciplinary action.

4. If an employee informs his appointing authority that he has consumed any drug, which could interfere with the safe and efficient performance of his duties, the appointing authority will require the employee to obtain clearance from his physician before he continues to work. If an appointing authority reasonably believes, based upon objective facts, that an employee's ability to perform his duties safely and efficiently may be impaired by the medication or alcohol, they may ask the employee whether he has consumed any alcohol or other drugs and, if so ascertain the amount and types of alcohol or other drugs consumed and the time of consumption; and if a controlled substance was consumed, the name of the person who prescribed its use. If they believe the employee is impaired by the consumption of alcohol or other drugs, the appointing authority shall prevent the employee from continuing work and transport him or cause him to be transported safely away from his place of employment in accordance with regulations adopted by the Commission.