

 <p><b>HAWAII HEALTH SYSTEMS CORPORATION</b> Quality Healthcare for All</p> <p><b>PROCEDURE</b></p>	<p><b>Department:</b></p> <p><b>Human Resources</b></p>	<p><b>Procedure No.:</b></p> <p><b>HR 0026B</b></p>
		<p><b>Supersedes Procedure No.:</b></p>
<p><b>Subject:</b></p> <p><b>ALCOHOL-FREE AND DRUG-FREE WORK ENVIRONMENT AND CAMPUS</b></p>	<p><b>Approved By:</b></p> <p><i>Linda Rosen</i></p> <p>By: Linda Rosen, M.D., M.P.H. Its: President &amp; CEO</p>	<p><b>Approved Date:</b></p> <p>November 18, 2021</p>
		<p><b>Last Reviewed:</b></p> <p>July, 2021</p>

**I. PURPOSE:**

To establish procedures for the administration of Policy No. HR 0026A, "Alcohol-Free and Drug-Free Work Environment and Campus," in compliance with applicable law, collective bargaining agreements, memorandum of agreements, and executive orders.

**II. PROCEDURES:**

- A. **Screened Illegal Drugs or Substances:** To meet the objectives of this policy, HHSC shall provide (1) a ten-panel (marijuana, cocaine, amphetamines, opiates, phencyclidine, barbiturates, methaqualone, benzodiazepines, propoxyphene, and methadone) pre-employment drug test for any applicant who has received a conditional job offer for a safety-sensitive position in HHSC; (2) a five-panel (marijuana, cocaine, amphetamines, opiates, phencyclidine and Alcohol) reasonable suspicion drug/alcohol test for all covered employees; and (3) a five-panel (marijuana, cocaine, amphetamines, opiates, phencyclidine and Alcohol) random drug/alcohol tests for covered employees. The latter two tests (reasonable suspicion and random) are governed by provisions set forth in the applicable collective bargaining agreements, memorandum of agreements and executive orders.
- B. **Illegal Drug or Substance and Alcohol Testing:** Tests for the presence of Illegal Drugs or Substances and Alcohol shall be used to determine the Detectable Level, if any, of Illegal Drugs or Substances and Alcohol in an employee's or applicant's, as the case may be, system through a State-certified or State-approved laboratory and, where applicable, by a U.S. Department of Health and Human Services-approved laboratory. The procedures for such testing shall be administered to employees in accordance with the relevant collective bargaining agreement or memorandum of agreement or executive order related to Illegal Drug or Substance and Alcohol testing and shall follow applicable federal and state statutes and regulations governing substance abuse testing. Employees who are excluded from collective bargaining shall follow similar procedures that are established by applicable executive orders. Applicants who receive a conditional offer of employment for a Safety Sensitive Positions shall follow testing procedures written on the vacancy announcement and the employment application form.
- C. **Treatment:** Employees are encouraged to voluntarily seek rehabilitation treatment related to their Alcohol misuse, Illegal Drug or Substance use, or prescription drug abuse. Employees covered by agreements that contain procedures for Illegal Drug and Substance and Alcohol testing shall follow the provisions contained in such agreement with respect to treatment. Employees who are excluded from collective bargaining shall

follow the treatment procedures covered under applicable executive orders. Employees are also urged to see the appropriate Human Resources Office for additional information on Illegal Drug and Substance or Alcohol use and abuse.

- D. Discipline: Any violation of this policy may result in disciplinary action. Employees subject to collective bargaining, shall be disciplined in accordance with the applicable collective bargaining agreements or memorandum of agreements related to Illegal Drug and Substance and Alcohol abuse and testing. Discipline for employees excluded from collective bargaining shall be administered in compliance with the HHSC Human Resources and Civil Service System Rules and applicable executive orders.
- E. Confidentiality: All results from substance abuse testing shall be treated as confidential information.

**III. ATTACHMENT(S):**

None