



Supervisory Role Drug Free Workplace Program

George Martinez

Drug Free Workplace Program
Coordinator

Naval Postgraduate School

(831)656-1187



Introduction

- ❑ Overview of the Manager's role in relation to the Drug-Free Workplace Program (DFWP)



Topics of Discussion

- Drug-Free Workplace Program
- Types of Drug Testing
- Safe Harbor
- Civilian Employee Assistance Program (CEAP)
- Administrative Actions
- Disciplinary Actions



Drug-Free Workplace Program

- DFWP mandated by an Executive Order 12564 in 1986
- Passed a Congressional Public Law 100-71 in 1987
- Department of Health and Human Services created drug testing guidelines in 1988
- Department of the Navy Program certified to start drug testing in 1988



Employee Notices

- General Notice – ALL employees, part of the new employee orientation process
- 30-day Notice – TDP employees issued notice 30 days prior to drug testing



Testing Designated Positions

- Specific occupational series selected for random drug testing
- Series identified by Department of Navy, Department of Justice, Health and Human Services and SAMHSA
- Based on Security, Public Health and Safety Issues



Six Types of Drug Testing

- Random testing for TDP employees
- Applicant testing for TDP vacancies
- Voluntary testing (any employee)
- Reasonable suspicion testing for employees under the influence (any employee)
- Follow-up testing for employees who have been identified as users (any employee)
- Accident / Unsafe practice testing (any employee)



Reasonable Suspicion

- Employee appears under the influence of a drug (slurred speech, staggered gait, red eyes, appears sleepy, euphoria, weight loss, etc)
- Mood swings, attitude change, change personal appearance withdrawal behavior
- Tampering, substitution or adulteration of a drug test
- Observable phenomena, direct observation (possession, use)
- Arrest or conviction of drug related offense, possession, use or trafficking



Illegal Drug Identified by Testing

- Cocaine
- Marijuana (THC)
- Methamphetamines / Amphetamines
- Opiates (Herion 6 AM, Codeine, Morphine)
- Phencyclidine (PCP)
- Ecstasy



Safe Harbor

- Voluntary self referral, before being identified by any other means
- Any employee may request Safe Harbor
- Agree to counseling and rehabilitation (employee responsible for cost)
- Remain drug-free



Civilian Employee Assistance Program

- Mandatory referral for all drug positive employees, including Safe Harbor
- Assess and Assist the employee in proper placement to rehabilitation facility (employee responsible for cost)
- Employee confidentiality observed



Administrative Actions

- Removal from TDP position, placed in a less sensitive position if available
- Removal of security clearance from DONCAF, no interim is granted
- Referral to CEAP



Disciplinary Actions

- Mandatory disciplinary action for first finding of positive test, per CHRM 752
- First Offense – 14-day suspension to removal
- Second Offense – Initiate removal from federal service
- If rehabilitation is refused: Removal, per CHRM 752