

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.  
ALCOHOL AND DRUG POLICY  
BOARD POLICY NO. 215**

**NEW POLICY**

**SUBJECT:** Alcohol and Drug Policy

**OBJECTIVE:** Alcohol and drug use in the workplace endangers the health and safety of the public and the employees of Mora-San Miguel Electric Cooperative, Inc. The Mora-San Miguel Electric Cooperative, Inc. strives to maintain an alcohol and drug-free workplace –using alcohol, illegal or controlled substances is prohibited on Mora-San Miguel Electric Cooperative, Inc. property, in Mora-San Miguel Electric Cooperative, Inc. vehicles, or while conducting Mora-San Miguel Electric Cooperative, Inc. business.

As a condition of continued employment, employees must be alcohol and drug-free in the workplace and comply with the terms of this policy. Mora-San Miguel Electric Cooperative, Inc. will provide notification, education, assistance, and training as required by law.

**PHILOSOPHY**

Mora-San Miguel Electric Cooperative, Inc. is committed to preserving an alcohol and drug-free workplace and to taking appropriate disciplinary action against any employee who violates the Mora-San Miguel Electric Cooperative, Inc. alcohol and drug policy.

**POLICY:**

**Standard-Random Testing**

Random testing is required for all employees.

The Random Alcohol and Drug Testing Coordinator shall ensure that the means of random selection remains confidential, and periodically evaluate whether the numbers of employees tested and the frequency with which the tests will be administered satisfy Mora-San Miguel Electric Cooperative, Inc.'s policy to achieve an alcohol and drug-free work place.

An individual selected for random testing, and the individual's first-line supervisor, shall be notified the same day the test is scheduled, preferably, within two

hours of the scheduled testing. The supervisor shall explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

An employee selected for random testing may obtain a deferral of testing if the employee's first-line and higher-level supervisors concur that a compelling need necessitates a deferral on the grounds that the employee is:

1. In a leave status (sick, annual, administrative or leave without pay); or
2. In official travel status away from the test site or is about to embark on official travel scheduled prior to testing notification.

An employee whose random test is deferred will be subject to an unannounced test within the following 60 days.

## **CONFIDENTIALITY**

Allegations of an employee, who is suspected, of violating this policy, and subsequent testing and results, will be kept confidential.

## **DISCIPLINE**

Mora-San Miguel Electric Cooperative, Inc. will discipline individuals found to be under the influence to the slightest degree of alcohol, illegal or controlled substances in the workplace. Disciplinary actions will normally result in termination although lesser sanctions may require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Mora-San Miguel Electric Cooperative, Inc. is not required to implement a lesser sanction than termination.

## **RESPONSIBILITY**

Employees are responsible for being alcohol and drug-free in the workplace. Employees prescribed a controlled substance or taking a non-controlled substance that contraindicates driving or use of heavy machinery shall report this to a supervisor immediately. Employees and supervisors must report violations of this alcohol and drug policy.

## **TESTING PROCEDURES**

The employee will be transported to an alcohol and drug testing facility contracted by Mora-San Miguel Electric Cooperative, Inc. where a urine specimen will be collected from the employee. Refusal to submit to testing will result in termination.

If test results reveal the presence of alcohol, illegal or controlled substances, the employee will be given an opportunity to provide a medically acceptable explanation. If the employee has a prescription for the substance found or provides another medically acceptable explanation for the positive test results, the matter will be addressed by the employee's supervisor in a manner that preserves the safety of the employee, the safety of his or her coworkers, and the safety of the public.

If test results reveal the presence of alcohol, illegal or controlled substances and the employee does not provide a medically acceptable explanation, the employee generally will be terminated. As an alternative sanction, the employee may be allowed to enter into a treatment program acceptable to Mora-San Miguel Electric Cooperative, Inc.

The Board shall be responsible for the enforcement of this Policy.

Approved: March 30, 2004

  
Board Secretary