



Course Title: *Drug Free Workplace*

Course Description

There are several drug testing programs under which City employees can be drug tested, four of which are federally mandated. Knowing which program applies and in what way is extremely important. This presentation will explain the differences among the programs and help you decide when to drug or alcohol test an employee based on signs and symptoms of abuse. Ample time will be allowed for questions and answers and to discuss particular situations. Bring your questions and join us.

Goal

At the conclusion of this workshop you will know when and under what circumstances drug or alcohol testing is required. They will also know what constitutes “Reasonable Suspicion.”

Learning Objectives

- Identify signs and symptoms of drug or alcohol abuse
- Understand what constitutes an accident
- Know when to send an employee for a “Reasonable Suspicion” drug or alcohol test

Open to: Managers and Supervisors

Competencies Addressed: Performance Management; Organizational Knowledge

Length of Class: Three Hours