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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2010-013

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Jan Ramezan *JR*
Human Resources Director

SUBJECT: HR Policy #2D-0100 - Substance Abuse and Drug-Free Workplace Policy-
Revised January 4, 2010

DATE: March 23, 2010

The attached Substance Abuse and Drug-Free Workplace Policy (#2D-0100) has been revised effective January 4, 2010. Also included is Appendix A, which lists the Safety Sensitive Positions that are included in the computer generated monthly Random Drug Testing. Please remember that along with drug testing potential new hires, active employees that are moving into safety sensitive positions listed in Appendix A, **are required** to drug test prior to being places in that position.

We have also attached an updated Parental Consent Form that parents need to sign and return to you in order for minors to be tested. You must provide a copy of the Policy to the parents for their review. A copy of the parent's approval should be sent with the minor to the drug testing site. You should maintain a copy of the signed Parental Consent Form with your office records and send a copy to Human Resources along with the facsimile of the Kroll Form and the 48 Hour Notification Form.

Please provide each employee with a copy of this policy. Each employee **must** sign the attached Employee Acknowledgement Form. The signed copy of the Employee Acknowledgement Form needs to be returned to Human Resources no later than Friday, April 16, 2010, for placement in their personnel file.

Remember to update your policy manuals with a copy of the revised policy along with the updated forms. If you have any questions, please contact Human Resources.

JR:cm
Attachments

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