



- < Observation of the employee possessing a controlled substance or using a controlled substance that is reported by a credible source;
- < The operation of a motor vehicle in such a manner as to cause more than \$500 worth of property damage;
or
- < The operation of a motor vehicle in such a manner as to cause two property accidents within a one-year period.

As long as you are not harassing an employee by subjecting them to repeated testing without documented reasonable

11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the within city limits or assists the employee to contact a relative/friend to give them a ride. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.

a. Employee may not drive or retrieve personal vehicle until the following day. If employee at

6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer location on campus.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. The employee is advised of the concerns and the procedures. **THE PAID STATUS LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.
11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the
ence within city limits or assists the employee to contact a relative/friend to give them a ride. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
 - a. Employee may not drive or retrieve personal vehicle until the following day. If employee attempts to operate their vehicle, law enforcement will be notified.
12. The employee is placed in **PAID STATUS** beginning at the time of GBC Security or designee transporting to the off-site testing facility and remains in **PAID STATUS** at least until the results of the drug test are provided by the testing facility to GBC Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

VPBA

