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## DRUG FREE WORKPLACE POLICY

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### **PURPOSE:**

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (ELCPH), is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any ELCPH employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job. Therefore, pursuant to the Drug Free Workplace Act of 1988: 45 CFR Part 76 subpart F, ss. 76.630(c) and (d)(2), and 76.645(a)(1) and (b), ELCPH has established the following policy:

1. It is a violation of company policy for any employee to manufacture, distribute, dispense, possess or use a controlled substance in the workplace.
2. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of the company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
4. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help.

Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at ELCPH.

Because Florida law provides for a loss of workers compensation medical or indemnity benefits, pursuant to F.S. §440.102, testing of employees under this policy will not begin before August 1, 2013. Testing of job applicants who are offered employment will begin immediately. Notice of this drug-testing policy will be posted in plain view at ELCPH's offices and copies of the policy will be available to employees and job applicants during regular business hours in the personnel office.

### **Covered Workers**

Any individual who is employed by ELCPH or who is offered employment is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees and job applicants offered employment.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on organization property and at company-sponsored events.

### **Types of Required Drug Tests**

**1. Job Applicant Testing.** All persons offered employment must be tested, although they may, at the Executive Director's discretion, begin work pending the results of the drug test.

**2. Reasonable Suspicion Testing.** Drug tests will be conducted following any observed behavior creating "reasonable suspicion." Some examples of behavior creating a reasonable suspicion include, but are not limited to:

- Direct observation of drug/alcohol use, or the symptoms of being under the influence of a drug or alcohol.
- Abnormal behavior while at work or a significant deterioration in work performance.
- A report of drug use, provided by a reliable and credible source.
- Evidence that an individual has tampered with a drug test while working for ELCPH.
- Information that an employee has caused, contributed to, or been involved in, an accident while at work.

- Evidence that an employee has used, possessed, sold, or solicited drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

ELCPH will promptly record the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation will be provided to the employee on request, and the original documentation will be kept confidential.

**3. Follow-up Testing.** If an employee enters an employee assistance program, or a drug rehabilitation program, as a condition of continued employment after a confirmed, positive drug test, then the employee must submit to a random drug test, at least once per year for a two year period after completion of the program. Advance notice of the testing date will not be given to the employee being tested.

**4. Routine Fitness-For-Duty Testing.** If an employee is required to have annual physical fitness for duty examinations, these examinations must include drug testing.

### **Refusal to Submit to Drug Testing**

A job applicant who refuses to submit to a drug test will not be hired or, if already on the job pending results of a drug test, will be terminated immediately. An employee who refuses to submit to a drug test will be terminated immediately. When an employee incurs a work-related injury, and refuses to take a drug test when requested, the injured employee may forfeit eligibility for workers' compensation benefits, regardless of the cause of the accident.

### **Drug Testing Procedures**

#### **Testing Facilities**

ELCPH uses LABCORP for its testing facility. There are several locations in Pasco and Hernando Counties. Refer to their website, [www.labcorp.com](http://www.labcorp.com) for specific location information.

#### **Medical Review Officer**

Drug tests are interpreted by a certified medical review officer (MRO) employed by Modern HR/Medical Express, 5635 Hoover Boulevard, Tampa, FL 33634, (800-329-6334). Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription or nonprescription medications.

## **The Types of Drugs for which Workers will be Tested**

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, hallucinogens, designer drugs and a metabolite of any of the substances listed in this paragraph.

Testing for the presence of alcohol will be conducted by analysis of breath, saliva or blood. Testing for the presence of drugs or the metabolites of drugs will be conducted by the analysis of urine, blood or saliva.

## **Positive Test Results**

A positive result will not be reported unless a confirmation test is performed in accordance with testing standards required by law. An employee or job applicant who receives a positive confirmed test result may contest or explain the result to ASAP Programs within five (5) working days after receiving written notification of the test result. If the donor has a plausible explanation for the test result showing positive (i.e., legal use of prescription or nonprescription medication), as determined by the MRO, the MRO will report the test result as negative. If the donor fails to respond or provide a plausible explanation then a positive result will be reported to ELCPH. Drug test results may be challenged pursuant to law.

Every specimen that produces a positive, confirmed test result will be preserved LABCORP for a period of at least two hundred ten (210) days after the result of the test was mailed or otherwise delivered to ASAP Programs. However, if an employee or job applicant challenges the test result, the employee or job applicant must notify LABCORP and the sample shall be retained by the laboratory until the challenge is resolved. During the one hundred eighty (180) day period after written notification of a positive test result, the employee or job applicant who has provided the specimen shall be permitted to have a portion of the specimen retested, at the employee's or job applicant's expense, at another laboratory, licensed and approved by the Agency for Health Care Administration, chosen by the employee or job applicant. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory that performed the test for ELCPH is responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.

A job applicant who has a positive confirmed test will not be hired or, if already on the job pending results of a drug test, will be terminated immediately. Employees with a positive confirmed test are subject to disciplinary action up to and including termination. The Executive Director may allow an employee to enter an employee assistance program, or a drug rehabilitation program, as a condition of continued employment.

## **Medications**

A list of Over-The-Counter medications which may alter or affect drug test results is attached. Employees should consult this list and advise ASAP Programs of all medications they are taking either before or after testing.

## **Confidentiality**

All information produced as a result of testing remains confidential unless the employee authorizes the release by written consent. The only exceptions to this are: (1) when such a release is compelled by a hearing officer or a court of competent jurisdiction, (2) for determining qualification for unemployment compensation benefits, and (3) when required by law, and (4) when ELCPH or LABCORP or ASAP Programs consults with legal counsel in connection with actions brought under or related to F.S. §440.102 or when the information is relevant to its defense in a civil or administrative matter. Information on drug testing shall not be released or used in any criminal proceeding(s) against the employee or job applicant.

## **Cost of Drug Tests**

ELCPH will pay the cost of all required drug tests, initial and confirmation. An employee or job applicant shall pay the costs of any additional drug tests not required by ELCPH.

## **Employee Assistance Programs**

Attached is a list of employee assistance programs in the Pasco-Hernando area which are available to provide assistance with alcohol or substance abuse problems.

## **Notification of Convictions**

1. Any employee who is convicted of a criminal drug violation must notify ELCPH in writing within five (5) calendar days of the conviction.
2. ELCPH will notify OEL in writing within ten (10) calendar days of receiving notice from an employee of the employee's conviction of a violation of a criminal drug statute in the workplace or otherwise.
3. ELCPH will also notify the following, as required:  
Division of Grants Management and Oversight, Office of Management and Acquisition, U.S. Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.  
This notice will include position title and ID numbers of each affected grant.
4. ELCPH will take one of the following actions within thirty (30) days of notification:
  - Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
  - Require such employee to participate satisfactorily in a drug abuse assistance or other rehabilitation program that has been approved for such purposes.



CHARLIE CRIST  
GOVERNOR

ANDREW C. AGWUNOBI, M.D.  
SECRETARY

**OVER THE COUNTER AND PRESCRIPTION DRUGS WHICH COULD ALTER OR AFFECT DRUG TEST RESULTS\***

**Alcohol** All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine.
Cannabinoids	Marinol (Dronabinol, THC)
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Gtutuss AC, Novahistine DH, Novahistine Expectorant, dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbituates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Activan, Azene, Clonopin, dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolphine, Metadose
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

\*Due to the large number of obscure brand names and constant marketing of new products, this list can not and is not intended to be all-inclusive

2727 Mahan Drive, MS#32  
Tallahassee, Florida 32308



Visit AHCA online at  
<http://ahca.myflorida.com>



## 2013 Accepted Insurance Plans

Insurance Plans	
Accountable Health Plans of America (now Interplan Health Group)	Fortis Insurance Company
Accountable-American Medical Security (now Interplan Health Group)	Galaxy Health Plan
Accountable-Plaines Health Network (now Interplan Health Group)	GEHA-Southcare
ACMG	GHI-Group Health Inc.
Admar Med Network	Group Health Inc. (GHI)
Administrative Services	Guardian Life
<b>Aetna (all plans)</b>	Health ACC PBC HCD
Affordable Network	Healthchoice of Florida
Alabama Blue Cross Blue Shield	Healthstar, Inc.
Alabama Blue PMD	Healthy Palm Beaches
All Automobile Insurances	Heritage Health/John Deere
Allmerica Financial	Hillsborough County Medicaid
Americhoice	<b>Humana (EXCLUDES all HMO and Medicare plans)</b>
Avalon Healthcare	Interplan Health Group (Accountable)
<b>AvMed (all plans)</b>	JM Family Enterprise FHC
Banker's Life	John Alden
<b>BayCare-Cigna (BayCare Choice Share and BayCare Choice HSA plans)</b>	John Deere
Benefit Management, FHC	John Deere-Heritage Health
Benesight	John Hancock/Cost Care
Best Choice Plus	Lumenos, Inc.
<b>Blue Cross Blue Shield (EXCLUDES Health Options HMO, BlueCare HMO and Blue Options)</b>	Magnacare-PCMS
Blue Cross Blue Shield-Alabama	McCreary Corporation
Blue Cross Blue Shield -Georgia	Medicaid and Medicaid of Florida
Blue Cross Blue Shield-Indemnity Products	Medicare and Railroad Medicare
Blue Cross Blue Shield - Federal	Medipass
Blue Cross Blue Shield-Florida Traditional	Medview Services
Blue Cross Blue Shield-Florida PPO, PPC, PPC Care Manager	Mega Life and Health
Blue Cross Blue Shield-Other States	Memorial Health Care PPO
BlueMedicare	Memorial Health Care HMO
Federal Blue Cross and Blue Shield (Standard)	Metropolitan Life
FEP-BCBS of Florida (Standard)	Mutual of Omaha
Brevard Partnership Plan (includes Indian River Memorial Hospital Group)	NALC (Natl. Assoc. of Letter Carriers)
Capp Care (PPO)	Natl. Assoc. Prof. Provider Inc.
CCN	Natl. Prof. Provider Network
Champus Tricare/Humana	NovaNet, Inc. PPO
Champus VA	Oxford Health Plan
<b>Cigna (all plans)</b>	PCSS (Pinellas County Social Services)
Community Care Network	Preferred Choice FHC
Cooperative Benefit Admin	Preferred Health Providers
CoreSource	Preferred Plan
Corporate Health Admin	Primary Health Services
CorVel	Private Health Care Systems (PHCS)
Creative Health Solutions (HCI Preferred Care)	ProAmerica PAMC BCE Emergis
Dimension Health PPO	Pro-Net
Diocese of St. Petersburg	Self Insured Benefit Administrators
Employers Health Ins Co Choice Care Network	Tenet Select Medical Plan
Employers Health Ins (EHI)	TriCare
Employers Mutual (BHN)	TriCare for Life
Evolutions Healthcare Systems	Unicare Life/Health Insurance Co
Exclusive Health	<b>UnitedHealthcare (all plans)</b>
Federal Mogul Healthcare	USA Health Network
First Health	Volusia Health Network
Florida 1st Service Administrators	Wellpoint
Florida Health Alliance, PPO	Worker's Compensation
Florida Healthchoice	

Please note that this is not a complete listing of all accepted insurances but rather a listing of the most common insurance plans accepted by BayCare Labs. If you have questions regarding an insurance plan not present on this list, please call our Client Services Department at 727-394-6748 or 800-324-7853. For the most recent version of this list, please visit [www.baycare.org/clientservices](http://www.baycare.org/clientservices).

It is the patient's responsibility to know which laboratory is contracted with their insurance plan. If the patient is out of network, their benefits may be reduced or insurance payment denied.

Rev. 01-21-2013 mak

## EMPLOYEE ASSISTANCE PROGRAMS

### **Springbrook Hospital**

7007 Grove Road  
Brooksville, FL 34609  
(352) 596-4306 Main  
(352) 596-4336 Fax

Medicare and most HMO's and PPO's are accepted and financial arrangements may be provided.

### **Harbor Behavioral Health Care\***

7074 Grove Road  
Brooksville, FL  
(352) 540-9335

### **Creative Change**

5331 Commercial Way  
Spring Hill, FL  
(352) 597-0969

Medicare and most private insurances accepted.

### **Suncoast Rehabilitation Center**

(Facility is located in Spring Hill, Florida)  
877-458-3938 phone

#### **Administrative Address:**

1230 S. Myrtle Avenue  
Suite 404  
Clearwater, Florida 33756

Cigna, Humana, United Healthcare, Aetna, Blue Cross Blue Shield, and Value Options insurance accepted.

### **HealthSouth Rehab Hospital**

12440 Cortez Boulevard  
Brooksville, FL  
(352) 592-4250 phone

Most health insurance plans, including Medicare and Medicaid. Hospital is willing to negotiate with other companies as needed.

**Baycare Behavioral Health Inc.\***

14527 7th Street  
Dade City, FL 33523  
(352) 521-1474 Main  
(727) 841-4120 Service/Intake

**Baycare Behavioral Health Inc.\***

8002 King Helie Boulevard  
New Port Richey, FL 34653  
(727) 841-4430 main  
(727) 841-4120 Service/Intake

**Baycare Behavioral Health Inc.\***

7809 Massachusetts Avenue  
New Port Richey, FL 34653  
(727) 841-4120 Service/Intake  
(727) 841-4354 Fax

**Directions For Living**

5642 Meadow Lane  
New Port Richey, FL 34652  
(727) 847-4465 Main  
(727) 847-4463 Fax

Fees for most services based on family size and income. Typical copay of \$15.00. Insurances also accepted.

**Operation PAR, Inc.**

7720 Washington Street Suite 102  
Port Richey, FL 34668  
(888) 727-6398 Service/Intake  
(727) 545-7584 Fax

Medicaid, Medicare and private health insurances accepted. Sliding fee scale also used.

\*See attached list of accepted insurance.

Approved by Executive Committee – October 19, 2015

# Drug Free Policy

The Early Learning Coalition of Pasco and Hernando Counties, Inc.'s Drug Free Policy has been presented to me for review.

I, \_\_\_\_\_, have read and understand the Coalition's Drug Free Policy.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date