



City of Pittsburgh Operating Policies

Policy: Drug and Alcohol Testing	Original Date: 1/2005
	Revised Date: 8/2015

PURPOSE: To establish guidelines for the testing for non-union and union employees.

POLICY STATEMENT: All employees and applicants can be subjected to a drug and alcohol test. This includes pre-employment, Department of Transportation (DOT) random tests for CDL holders, reasonable suspicion, return-to-work, Track III follow-up, post-accident, and any other drug and/or alcohol tests as directed pursuant to City policy and bargaining unit provisions.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

POLICY

Effective January 1, 2005, all City of Pittsburgh employee and applicant drug and alcohol tests will be conducted at UPMC Mercy OccuNet, in the Mercy Health Center Building at 1515 Locust Street, Second Floor, Pittsburgh, PA 15219. This includes pre-employment, Department of Transportation (DOT) random tests for CDL holders, reasonable suspicion, return-to-work, Track III follow-up, post-accident, and any other drug and/or alcohol tests as directed pursuant to City policy and bargaining unit provisions. UPMC Mercy OccuNet will conduct these tests 24 hours/day, 7 days/week as necessary. All employees going for a drug and/or alcohol test must bring photo ID.

PROCEDURE

For new hires, employees returning to work after an extended absence, and employees required to participate in CDL random drug testing, urine drug screens and/or breath alcohol tests may be scheduled during business hours (6:30 a.m. to 4:00 p.m. Monday-Friday) by calling 412-255-2681.

In the case of reasonable suspicion, post-accident testing, or other testing pursuant to police or fire bureau procedures, the employee to be tested will be transported to UPMC Mercy OccuNet by his/her supervisor or appropriate department representative, who will be expected to provide the necessary information to the OccuNet staff (reason for test, DOT or non-DOT, drug and/or alcohol). The employee to be tested will need to furnish photo ID to the OccuNet staff.

When an incident requiring testing occurs after hours (4:00 p.m. to 6:30 a.m. M-F, or on weekends)

- The supervisor of the affected employee should call the UPMC Mercy OccuNet Answering Service at 412-232-8107.
- The caller should explain who they are and describe the incident to the Answering Service staff and request the Nurse on call to return his/her call.
- If the supervisor is unable to reach UPMC Mercy OccuNet Answering Service via the above number, he/she should call the UPMC Mercy switchboard at 412-232-8111, and ask that the OccuNet Employee Health Nurse on call be paged.
- UPMC Mercy OccuNet Nurse on call will, under normal circumstances, arrive at UPMC Mercy Emergency Department within 30 minutes of the initial call and will administer drug and/or breath alcohol tests as directed, within two (2) hours in compliance with DOT testing standards.
- The supervisor will go with the employee to be tested to Mercy Emergency Room to meet up with the UPMC Mercy OccuNet Nurse. If the employee requires medical treatment at the Emergency Room, it is important that the employee sign in. **If no medical treatment is necessary and the employee is only at the Emergency Room to have testing done, it is important that they DO NOT sign in.**
- Breath alcohol test results will be immediately available to the supervisor, and drug test results will be available within several days.

Please note: If an employee is involved in a Post-Accident or Weapons Discharge that requires transport for emergency treatment and is admitted to the hospital, UPMC Mercy OccuNet Technician will be able to come and administer the required drug test if it is a UPMC hospital. However, if the employee is not admitted or can be released within 32 hours they must report to UPMC Mercy OccuNet during normal business hours for their drug and alcohol testing.

The supervisor must inform the UPMC Mercy OccuNet Technician of the type of test (post-accident, reasonable suspicion, fitness for duty or firearms discharge) and the authority for testing (DOT or non-DOT) and should request both a breath alcohol and a urine drug test.

The employee being tested must be accompanied by a supervisor and bring photo identification to the testing.

In the event that an employee refuses to be transported to a testing facility or to submit to a test, the supervisor must inform the employee that the refusal is considered a positive result and the employee must be immediately transported home with instructions not to report back to work until further notice.

All alcohol and drug testing is done in accordance with Federal Department of Transportation regulations and/or contractual agreements. If an employee registers a positive breath alcohol test, the action taken by his/her supervisor will be dictated by the alcohol concentration and bargaining unit language.

Results:

- If the employee is required to maintain a CDL, please refer to the CDL Driver's Handbook, also found in the Manual of Personnel Policies, for additional information.
- If the breath alcohol is .019 or below the test result is negative and the employee may return to work.
- If the breath alcohol is .020 or above, a confirming test will be performed and will dictate the supervisory action. If the confirming test is below .020 the employee may return to duty. If the confirming test is .020 or greater the test result is positive and the employee must be transported home. [10/27/11]

- If the employee is a firefighter and the breath alcohol is .049 or below the test result is negative and the employee may return to work. No second or confirming test will be performed.
- If the employee is a firefighter and the breath alcohol is .05 or above, a confirming test will be performed and will dictate the supervisory action. If the second test is below .05 the employee may return to duty. If the confirming test is .05 or greater the test result is positive and the employee must be transported home. (*See the Contract Between the City of Pittsburgh and Pittsburgh Fire Fighters Local No. 1 International Association of Fire Fighters for further information*)

Positive results are reviewed by the City Medical Review Officer (MRO) and results are relayed to the City Designated Employee Representative (DER). The DER will report the positive result to the Department Representative and a letter is sent via email to the Department Director.

In accordance with City Policy, bargaining agreements and Federal regulations the Department Director will determine the necessary discipline.

Notes:

- The City of Pittsburgh has an established Drug Free Workplace policy.
- For Post-Injury drug and alcohol testing procedures refer to the Post-Injury Drug and Alcohol Policy.