

ORLANDO UTILITIES COMMISSION
Alcohol and Controlled Substance Abuse Policy
(Revised 3-3-97)

Purpose

The purpose of this policy is to define the Orlando Utilities Commission's position regarding employees whose job performance is adversely affected by alcohol and/or controlled substance abuse, who violate Commission rules regarding controlled substances and/or alcohol, or who engage in illegal controlled substance activity.

Philosophy

Illegal controlled substance and alcohol use, whether on or off the job, may adversely affect an employee's job performance, attendance, and/or conduct. It also may jeopardize the safety of other employees, the public and the reliability of the Commission's operations and/or equipment.

The Orlando Utilities Commission recognizes alcoholism and controlled substance addiction as treatable illnesses. As such, the Commission will assist those employees who recognize their problem with alcohol and/or controlled substances and who request assistance with their rehabilitation.

However, where employees are required to take a controlled substance and/or alcohol test under the guidelines set forth below, and either refuse to take the test or test positive, corrective action up to and including termination of employment will be taken. Also, alcohol or controlled substance abuse does not relieve an affected employee of the responsibility of performing a satisfactory job. If performance is unsatisfactory, any employee will be subject to action under the Positive Direction System.

Policy

All employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, using or being under the influence of illegal controlled substances on Commission property or any work site at any time or while on Commission business at any place at any time. Employees are further prohibited from being under the influence or impairment of alcohol at any work site and while on Commission business at any place. (Rev. 2-90).

Violation of this policy shall subject the employee to corrective action up to and including immediate termination. Where an employee is arrested for possessing, distributing, selling, attempting to sell or being under the influence of controlled substances, he or she may be suspended without pay pending resolution of the criminal charges and/or an investigation by the Commission.

Testing of Current Employees

Any employee may be required by his or her supervisor, or the supervisor's designee, to submit to a controlled substance and/or alcohol test under the following circumstances:

Where the Commission has "reasonable suspicion" to believe that the employee is under the influence of illegal controlled substances. A finding of reasonable suspicion shall be based on specific facts and inferences reasonably drawn from these facts in light of experience which would lead a prudent person to reasonably suspect that the employee was under the influence of illegal controlled substances. The employee under these circumstances should be observed by two supervisors whenever possible.

When an employee is found in possession of suspected illegal controlled substances or controlled substance paraphernalia, when suspected illegal controlled substances or paraphernalia are found in an area controlled or used exclusively by the employee, or where an employee is reasonably suspected of possessing illegal controlled substances or paraphernalia; or

Following a serious accident or incident in which safety precautions were violated or unusually careless acts were performed and there is "reasonable suspicion" to believe these actions were the result of using illegal controlled substances or alcohol, or there is no other reasonable explanation for the conduct of the employee involved.

Employees who are directed to submit to a controlled substance and/or alcohol test and refuse or fail to do so when and as directed will be subject to immediate termination. If test results reveal the presence of controlled substances and/or alcohol in the employee's system, the employee will be subject to corrective action up to and including termination. Employees who have been found to have engaged in adulteration of any testing sample taken shall likewise be subject to immediate corrective action up to and including termination.

Employees who are convicted of any work related or non-work related controlled substance crimes, including pleas of guilty or nolo contendere, will be subject to appropriate corrective action. Any employee convicted of violating a criminal controlled substance statute must inform the Commission of such conviction within five (5) days of the conviction. Failure to do so will subject the employee to corrective action up to and including termination. (Added 8-89)

Voluntary Rehabilitation

Employees who voluntarily inform the Commission that they have been using or misusing controlled substances and/or alcohol and desire to attend a rehabilitation program will be permitted to take time off from work to attend such a program under the following guidelines:

The employee will be entitled to take time off from work, using unused sick time or vacation at regular pay, for up to thirty (30) days as determined by the Employee Assistance Plan Administrator. If accumulated sick time has been exhausted the employee may apply for disability pursuant to OUC's disability policy. Orlando Utilities Commission's comprehensive medical plan will pay a portion of the cost of treatment according to existing group coverage.

Employees entering an OUC approved rehabilitation or treatment center in connection with the Employee Assistance Plan must complete the treatment program according to the EAP requirements and receive clearance through the OUC Medical Director in order to return to work. Participants failing to satisfactorily complete the program according to the EAP requirements will not be allowed to return to work and are therefore subject to termination. Exceptions due to extraordinary circumstances are subject to the approval of the General Manager and Chief Executive Officer.

Following completion of the treatment program, if the employee's job performance, attendance, or conduct is again adversely affected by alcohol or controlled substance abuse and the employee voluntarily re-enters EAP, he or she will be given another 30 days off from work without pay to enter a rehabilitation center for treatment a second time. Sixty days is the lifetime maximum (30 days per year maximum) for treatment in a substance abuse facility. During the second confinement, if the employee is advised to extend his or her stay longer, it will be at the employee's expense. (Added 7-87). OUC's comprehensive medical plan will pay a portion of the cost of inpatient treatment for 30 days per calendar year with a lifetime maximum of 60 days.

When an employee's job performance, attendance, or conduct continues to be unsatisfactory after rehabilitation, the employee will be subject to Positive Direction action up to and including termination of employment.

Employees required to seek assistance through either inpatient or outpatient treatment may do so only contingent upon continued acceptable performance. Employees who do not complete the program required by the EAP Administrator will be subject to corrective action, up to and including termination.

Applicants

All applicants for employment may be tested, at the Commission's discretion, for the presence of illegal controlled substances and/or alcohol. An applicant who refuses or fails to take such a test as directed by the Commission will be disqualified from employment consideration. An applicant who tests positive for the presence of controlled substances and/or alcohol will be disqualified from employment consideration.

Miscellaneous Provisions

Any employee who in good faith, based on reasonable suspicion, reports an alleged violation of this policy, or any supervisory or managerial employee who investigates or takes action in good faith, based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon.

Employees must notify their supervisor when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. Verification of required medication in this circumstance will be submitted by providing a prescription copy or physician's statement showing medication required and dates of use. Failure to do so will result in appropriate Positive Direction action up to and including termination.

Employees have the right to know the dangers of controlled substance abuse in the work place, the Commission's policy about these dangers, and what help is available to combat controlled substance problems. The Commission will periodically furnish employees educational materials and programs related to the dangers of controlled substance abuse. The Commission will also provide supervisory training to assist in identifying and addressing illegal controlled substance use by employees. (Added 8-89)

This policy reflects the position of the Orlando Utilities Commission on alcoholism and controlled substance abuse. It puts responsibility on all levels of management to be alert to unsatisfactory or deteriorating job performance, attendance, or conduct, and to follow the policy whenever applicable. (Rev. 2-86)

Additional information can be found under the following heading:

Alcohol and Controlled Substance Testing Policy for Safety-Sensitive Positions

(Revised 3-3-97)

Purpose

Federal laws were enacted in 1995 which required changes to Orlando Utilities Commission's established policy on alcohol and controlled substances or "drugs." Since that time, additional revisions have been made in the Federal laws, and OUC's policy has been amended to address these issues.

These laws apply to Federal, state and local governments. As a statutory commission, created and made a part of the government of the City of Orlando, the Orlando Utilities Commission is affected by these laws.

This policy defines "safety-sensitive positions," explains the different types of required testing, identifies responsibilities, provides guidelines, clarifies procedures and results of "positive" tests.

Management Commitment

To demonstrate management's total commitment to the amended policy, including the alcohol and controlled substance testing, all senior management are encouraged to voluntarily submit to periodic unannounced testing on at least an annual basis. (This includes the General Manager and CEO, Senior Vice Presidents, Vice Presidents, Managing Directors, Directors, Staff Counsel, Supervisors, and Line Management within the chain of command of employees who occupy "safety-sensitive" positions.

Employees should contact the Human Resources Director, or designee, if they have questions regarding the Alcohol and Controlled Substance Abuse Policy.

Definitions

"Safety-sensitive" means: All employees who (1) are in jobs identified as safety-sensitive positions, e.g., positions in which a controlled substance or alcohol impairment constitutes an immediate and direct threat to public health or safety or in which a momentary lapse in attention could result in injury or death to another person and/or (2) operate commercial motor vehicles (CMVs), e.g., vehicles weighing 26,001 pounds or more, vehicles carrying hazardous materials, or vehicles designed to transport 16 or more passengers (including the driver). This includes but is not limited to full-time regularly employed drivers, casual intermittent or occasional drivers, leased drivers, and independent owner-operated contractors who are either directly employed by or are under lease to OUC or who operate a CMV at the direction of or with the consent of the Commission.

Safety-sensitive positions are considered to be (but are not limited to) excavating, performing work involving high voltage or rotating equipment, working around hazardous waste or chemicals, or any position in which a momentary lapse of attention could result in injury or death to the employee or another person. It also includes anyone in a supervisory capacity who could place an employee in a position of danger to the employee or others.

A driver is considered to be performing a safety-sensitive function during any of the following periods, and times during which the driver performs or is ready or immediately available to perform the following on-duty functions:

All time at a carrier or shipper plant, terminal, facility or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;

All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

All time, other than driving time, in or upon commercial motor vehicle, except time spent resting in a sleeper berth;

All time loading or unloading a vehicle, supervising, or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

All time spent performing the driver's requirements relating to accidents; and

All time repairing, attaining assistance, or remaining in attendance upon a disabled vehicle.

All driving time and all time related to the driving of the vehicle;

Employees should check with their supervisor or Human Resources Representative if they have questions regarding whether or not their position is classified as safety-sensitive.

Alcohol Misuse Prevention Program

Definitions

"Alcohol" means: the intoxication agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Alcohol includes but is not limited to ethyl alcohol (ethanol), distilled spirits, wine, malt beverages, intoxicating liquor, booze, hootch, drink, beer, liquor, moonshine and all liquid medications containing alcohol (i.e., NyQuil 25% Alcohol, Contac Severe Cold Formula Night Strength 25% Alcohol, Comtrex 20%, Listerine 26.9%, etc.)

"Alcohol use" means: the consumption of any beverage, mixture, or preparation, including medication, containing alcohol.

Alcohol Use Regulated

No employee in a safety-sensitive position shall perform safety-sensitive functions within four (4) hours after consuming alcohol.

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. Safety-Sensitive employees with an alcohol concentration of 0.02 or greater but less than 0.04 are prohibited from performing safety-sensitive functions until the start of the safety-sensitive employee's next regularly-scheduled duty period but not less than twenty-four (24) hours following administration of the test. Any result less than 0.02 alcohol concentration is considered a negative test.

Employees in safety-sensitive positions who have an alcohol concentration of 0.02 or greater shall not report for duty nor remain on duty. Safety-sensitive employees with an alcohol concentration of 0.08 or greater are legally intoxicated and will be terminated for violation of the OUC alcohol policy.

In addition, a refusal to submit to required test(s) is prohibited. The consumption of alcohol within eight (8) hours after an accident or until tested is also prohibited for those employees required to be tested.

Alcohol Tests Required

Pre-employment tests are to be conducted prior to performing safety-sensitive functions.

All employees who transfer to a safety-sensitive position or who may be expected to perform safety-sensitive functions are subject to alcohol testing.

Post-accident tests are to be conducted for those whose performance could have contributed to an incident/accident.

Reasonable suspicion tests are to be conducted when a trained supervisor or company official observes behavior or an appearance characteristic of alcohol misuse.

Periodic tests are to be conducted for safety-sensitive functions on an unannounced basis prior to individual notification, at least once per year.

Random tests are to be conducted on an unannounced basis at an adjustable performance based rate, just before, during or just after performance of safety-sensitive functions.

Return-to-duty and follow-up tests are to be conducted after evaluation or any necessary rehabilitation. A minimum of six (6) follow-up tests are required in the first twelve (12) months. Return-to-duty testing is administered after engaging in prohibited conduct regarding alcohol misuse.

Alcohol Testing Guidelines

Pre-Employment Testing - All applicants selected for employment with OUC will receive a pre-employment physical examination that includes an alcohol/controlled substance test pursuant to the guidelines set forth in OUC's Alcohol and Controlled Substance Abuse Policy.

Post Accident Testing (Applies to safety-sensitive and CMV positions) - Employees performing safety-sensitive functions will be tested for alcohol use as soon as practical following an accident or incident. Accident and incident are defined as chance events or occurrences arising from unknown cause(s) or unfortunate event(s) resulting from carelessness, unawareness or a combination of causes or negligence. The test need not be confined to the substance involved in the violation (alcohol and/or controlled substances) when either a fatality, or bodily injury to a person is involved, or when one or more vehicles incur disabling damage that requires the vehicle to be moved away from the scene and results in the issuance of a citation. In such cases, the employee must be tested for both alcohol and controlled substances.

If the employee in the safety-sensitive position has not been tested for alcohol within two (2) hours, the employee's supervisor shall prepare a record and forward it to Human Resources where it will be retained. The record shall state the reason a test was not promptly administered. In the event the supervisor is unable to do this, Human Resources is to be notified and at that point Human Resources shall prepare a record and retain the file.

If the safety-sensitive employee is not tested for alcohol within eight (8) hours following the accident, the employer will cease trying to conduct the alcohol test and the employee's supervisor shall prepare a report stating the reason the alcohol test was not performed. If a blood alcohol test could have been performed, the supervisor will record the name and address of the facility where the blood alcohol test could have been performed.

If the safety-sensitive employee has not been tested for drugs within thirty-two (32) hours, no test will be conducted and a record must be prepared and maintained stating the reason a test was not promptly administered.

A safety-sensitive employee subject to post-accident testing must remain available and if not available may be deemed to have refused to submit to testing.

A safety-sensitive employee subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident or until he/she submits to an alcohol test whichever first occurs.

Appropriate medical attention will not be delayed in order to meet the above requirements, nor is a person in a safety-sensitive position prohibited from leaving the accident area temporarily to obtain assistance or emergency medical care.

Reasonable Suspicion Testing - Reasonable suspicion for violations of the prohibitions concerning alcohol and controlled substances is based on a trained supervisor's or company official's observations regarding specific, contemporaneous, articulable observations concerning appearance, behavior, speech or body odors of the driver. The employee, under these circumstances, should be observed by two trained supervisors or two company officials or any combination of two thereof, when possible.

Reasonable Suspicion Alcohol Testing - If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the Supervisor shall prepare a record stating the reason a test was not promptly administered and forward it to Human Resources where it will be retained.

If the test is not administered within eight hours, no test will be conducted and a record must be prepared and sent to Human Resources stating the reason a test was not promptly administered.

If a blood alcohol test could have been performed, the supervisor will record the name and address of the facility where the blood alcohol test could have been administered.

A driver must not perform a safety-sensitive function until:

- an alcohol test is administered and the driver's alcohol concentration measures less than 0.02, and/or
- twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Reasonable Suspicion Controlled Substance Testing - Documentation of the driver's conduct must be prepared and signed by the witness within twenty-four (24) hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

Periodic Alcohol and Controlled Substance Testing - Employee(s) who work in safety-sensitive positions have the potential of being tested for controlled substances at least once a year.

Dates and times for periodic testing will be unannounced prior to individual notification. When notified, specific employees will proceed immediately to a designated collection site. This will be at a facility authorized by OUC.

Random Alcohol and Controlled Substance Testing - In addition to periodic testing, employees who work in safety-sensitive positions may be selected at random for alcohol and/or controlled substances testing.

Dates and times for random testing will be unannounced prior to individual notification. When notified, specific employees will proceed immediately to a designated collection site. This will be at a facility authorized by OUC.

Random alcohol testing will be conducted just before, during, or just after employee's performing the safety-sensitive function.

Random controlled substance testing will be conducted at any time during the employee's on-duty time.

Employees who are directed to submit to an alcohol or controlled substance test under these policies and refuse or fail to do so, when and as directed, will be subject to immediate termination.

Return-to-Duty Testing - Should any employee (including employees in safety-sensitive positions) voluntarily seek assistance through the Employee Assistance Program prior to a violation of any OUC alcohol or controlled substance abuse policy and the employee satisfactorily completes the prescribed Employee Assistance Program and returns to work, the employee shall submit to a return-to-duty alcohol and controlled substance test before performing his or her duties. The Employee Assistance Program may not, however, be used by employee(s) to avoid application of Positive Discipline or possible termination if a major or serious violation or continued poor conduct, attendance, or performance would warrant such action. Further, prior to any safety-sensitive employee returning to duty requiring performance of a safety-sensitive function after engaging in prohibited conduct concerning alcohol and/or controlled substance, the driver shall undergo a return-to-work test for alcohol and controlled substances.

The test results for alcohol must indicate a breath alcohol concentration of less than 0.02 and a negative result of controlled substances.

After returning to work under the above conditions, employees shall be subject to unannounced follow-up testing. A minimum of six (6) tests will be conducted over a twelve (12) month period following return to work.

A positive alcohol test of a concentration of 0.02 or more will result in termination. A positive confirmation for prohibited controlled substance will result in termination.

Alcohol Test Methodology

Breath alcohol tests will be conducted by certified technicians utilizing designated specific evidential breath testing devices.

The breath alcohol technician who conducts the testing will explain the testing procedure to the employee and ask the employee to sign a certification verifying identity, reason for the test and release of information to OUC. Refusal by the employee to sign the certification shall be regarded as a refusal to take the test, resulting in termination.

Employees who do not provide enough breath to be tested are considered to have failed the test.

If test results are negative or less than 0.02, the breath technician will certify the results and ask the employee to sign the certification accordingly. The technician will then notify the employer in a confidential manner.

If the test results are 0.02 or greater, a confirmation test must be conducted. In the event the screening and confirmation test results are not identical, the confirmation test result is deemed to be the final result upon which any action will be based.

The breath technician will certify final results and ask the employee to sign the certification. Results will be transmitted to the employer in a confidential manner.

Employees with an alcohol concentration of 0.02 or greater shall not report for duty nor remain on duty. Employees with an alcohol concentration of 0.04 or greater shall be evaluated by a professional within the Employee Assistance Program prior to participating in a return-to-work test for alcohol. Employees with an alcohol concentration of 0.08 or greater are legally intoxicated and will be terminated for violation of the OUC Alcohol and **Controlled Substance Abuse Policy**.

Initial Action Following Positive Alcohol Test Result(s)

Employees who test positive for alcohol or otherwise violate the alcohol standards must be relieved immediately from safety-sensitive-related duties and cannot resume those duties.

Employees who test 0.02 or greater but less than 0.04 for alcohol are not deemed to be in violation of the prohibitions, but must be removed from safety-sensitive duties for a minimum of 24 hours or until a re-test shows that the alcohol concentration is less than 0.02.

See section titled "Consequences of Test Results" which follows.

Controlled Substance Prevention Program

Controlled Substance Use Regulated

Employees and drivers are prohibited from any unauthorized use of control substances.

Definition

"Controlled Substance" includes, but is not limited to:

- Cannabinoids - Marijuana, Hashish, Mary-Jane, Grass, Reefer, Pot, Dope, THC Metabolite, Marinol, Dronabinol, TEC, etc.
- Cocaine - Cocaine, Crack, Blow, Nose Candy, Toot, Snow, Cocaine HCl Topical Solution (Roxanne), etc.
- Amphetamines - Bennies, White Crosses, Black Beauties, Crystal, Speed, Uppers, Crank, Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, etc.
- Phencyclidine - PCP, Angel Dust, etc.
- Opiates - Heroin, Horse, Smack, Powder, Paregoric, Parepectolin, Donnegel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphones) M-S Contin, Roxanol (Morphine Sulfate, Percodan, Vicodin, etc.)
- Methaqualone - Ludes, Qualude, Optimil, Parest, Somnafac, Sopor 714, etc.
- Barbiturates - Barbs, Rainbows, Downers, Goofballs, Reds, Yellows, Blues, Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusare, Fiorinal, Fioricet, Esgic, Butisol, Mebaral Butabarbital, Butabital, Phrenicin, Triad, Rufinal, etc.
- Benzodiazepines - Ativan, Azene, Clonopin, Dalmane, Diazpom, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Hacion, Paxipam, Restoril, Centrax, etc.
- Methadone - Dolophine, Methadose, etc.
- Propoxyphene - Darvocet, Darvon N. Dolene, etc.

Controlled Substances Tests Required

The same tests for Alcohol Misuse Prevention are applicable to the controlled substance methodology except where specified below:

Post-Accident Testing - If the driver has not submitted to a controlled substance test within thirty-two (32) hours, the employer shall cease attempts to administer the test, and prepare and maintain a record stating why the test was not conducted.

A safety-sensitive employee who is subject to post-accident testing must remain available, or the employer may consider the safety-sensitive employee to have refused to submit to testing. The driver subject to post-accident testing must refrain from consuming controlled substances for eight (8) hours following the accident, or until he or she submits to a controlled substance test.

Appropriate medical attention will not be delayed in order to meet the above requirements, nor is a driver prohibited from leaving the scene temporarily to obtain assistance or emergency medical care.

Return to Duty Testing - Although it is the Commission's policy to terminate for a positive test on substance abuse, if a situation arises and an employee is returned to work, the employee will be subject to the return to duty and follow-up testing specified in the alcohol section.

Controlled Substance Methodology

Controlled substance tests will be conducted according to currently approved procedures, which consist of a screening test and a confirmation test if the screening test is positive.

Individuals who are unable to provide an adequate specimen will be allowed to drink up to eight (8) ounces of fluids every thirty (30) minutes during the initial testing period, or a minimum of 40 ounces of fluids within a three hour period. After three hours, if the individual cannot provide the specimen, the individual will be referred for medical evaluation to determine whether the inability to provide a sample is genuine or constitutes a refusal to test.

Failure to provide a specimen is treated as a positive test result. If there is no valid medical reason for the employee not to provide a specimen, the process will be aborted, and the employee's test will be treated as one with a positive result.

Any refusal to test is treated the same as a positive test result.

Positive results of controlled substance tests will be reviewed and verified by the Medical Review Officer (MRO) and communicated directly to the employee for discussion prior to notifying the Director of Human Resources or designee. The MRO will also communicate and discuss negative results directly with a designated management official who in turn will notify the tested employee.

Employees in CMV positions who receive notice of a confirmed positive test of the first sample have seventy-two (72) hours (five working days for employees in safety-sensitive positions) in which to request, through the MRO, a re-test of the split specimen (second bottle) by another certified laboratory.

If no request is received, the results of the first confirmation test will apply and the employee will be subject to termination for violation of the OUC **Alcohol and Controlled Substance Abuse Policy**.

If a request is received for a second test, the MRO shall direct another certified laboratory to conduct the additional analysis. **The employee** requesting the re-test must provide the MRO's office with a certified check within the time frame allotted to have the test performed. Failure to provide a certified check will delay the processing and shall result in the acceptance of the initial test results. If the additional analysis of the split specimen fails to reconfirm the presence of the controlled substance(s), or controlled substance metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the employer and the employee. The Commission will pay the cost incurred as a result of this Negative test.

Action Following a Positive Controlled Substance Test Result

If the final test is reconfirmed positive, the employee will be subject to termination for violation of OUC's controlled substance policy. In addition, the employee will be responsible for all costs associated with the specimen re-test.

See "**Consequences of Test Results**" which follows.

Consequences of Test Results (Positive Direction)	
ALCOHOL RESULTS	
Levels	Actions
Less than 0.02	No action
0.02 but less than 0.04	Written Reminder - relieved of work duty (including all work locations) for 24 hours. Return to duty test.
0.04 but less than 0.08	Decision Making Leave (DML) -- relieved of work duty (including all work locations) for 24 hours and an evaluation by an EAP professional. Return to duty and follow-up testing (a minimum of 6 tests within 12 months).
0.08 or greater	Termination
CONTROLLED SUBSTANCE ABUSE RESULT(S)	
Levels	Actions
Negative	No action
Positive	Termination

All other OUC policies on alcohol and controlled substance abuse remain in effect. The consequences are progressive from each level of offense on any occurrence, in accordance with OUC's Positive Direction program.

