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Human Resources Division

***“We are...your HR!”***

## **Drug Free Workplace Testing Notification**

### **POLICY**

It is the City’s policy that employees present themselves for duty free of the influence of illegal drugs, controlled substances, or other intoxicants. The use of illegal drugs and the abuse of alcohol by City employees constitute a danger to the employee, fellow employees, and the general public. The use, sale or possession of an illegal drug or alcohol in the workplace may negatively affect the City’s efficiency in providing service to its citizens and can have an adverse impact on how the public perceives the City and its employees. An employee’s possession, sale, or use of illegal drugs, controlled substances, or other intoxicants in violation of this policy may result in disciplinary action up to and including termination and/or successful completion of a rehabilitation program.

### **TYPES OF TESTING**

It is the City’s policy that the following types of drug/alcohol testing shall be administered according to the City’s Personnel Policy Manual and applicable collective bargaining agreements:

- Post Offer of Employment
- Reasonable Suspicion
- Routine Fitness for Duty
- Follow up Testing
- Post Accident Testing
- Random Testing

### **CONFIDENTIALITY OF DRUG TEST RESULTS**

All drug/alcohol testing results and related communications containing confidential information will be maintained on a confidential basis.

### **REPORTING THE USE OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS/DRUGS**

At the time of drug testing or after drug testing, the employee can confidentially report the use of prescription or non-prescription medications to the laboratory collecting the specimen or to the City’s Human Resource Manager.

Employees are required to report the use of over-the-counter medications or prescription drugs to supervision if the medication may impair their ability to perform their jobs; e.g., operating vehicles, public safety, etc. Employees may consult the testing laboratory for technical information regarding prescription and non-prescription medication. The Division of Human Resources will provide the name of the testing laboratory contracted by the City.

## CONSEQUENCES FOR REFUSING TO SUBMIT TO A DRUG TEST

Employees refusing to submit to a drug/alcohol test will be considered insubordinate and shall be subject to termination.

## EXPLAINING/CONTESTING RESULTS

An employee may contest a positive confirmed drug/alcohol test result in writing to the Human Resource Manager within five (5) working days after notification of the positive test result.

## LIST OF DRUGS BY TRADE OR COMMON NAME

| <b>D<br/>R<br/>U<br/>G<br/>S</b> | <b>TRADE or<br/>COMMON<br/>NAMES</b>   |
|----------------------------------|--|
| <i>Narcotics</i>                 |  |
| Opium                            | Dover's power, Paregoric, Parepectolin   |
| <b>Morphone</b>                  | Morphine, Pectoral Syrup Codeine Tylenol with Codeine, Empirin Compound with Codeine, Robitussin A-C |
|                                  |  |
| <b>Heroin</b>                    | Ciacetylmorphone, Horse, Smack   |
| Hydromorphone                    | Dilaudid   |
| Meperidine (Pathidine)           | Demerol, Mepergan  |
| Other Narcotics                  | LAAM, Leritine, Numorphan, Percodan, Tussionex, Fentanyl, Darvon, Talwin, Lomotil                    |
|                                  |  |
| <b>Depressants</b>               |  |
| Chloral hydrate                  | Noctec, Somnos   |
| Barbiturates                     | Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate   |
| Benzodiazepines                  | Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax   |
|                                  | Serax, Tranxene, Valium, Vertron, Halcion, Paxipam, Restoril   |
|                                  |  |
| <b>Methaqualone</b>              | Quaalude   |
| Glutethimide                     | Doriden  |
| Other Depressants                | Equanil, Miltown, Noludar, Placidyl, Valmid  |
|                                  |  |
| <b>Stimulants</b>                |  |
| Cocaine                          | Coke, Flake, Snow, Crack   |
| Amphetamines                     | Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric  |
| Phenmetrazine                    | Preludin   |
| Methylphenidate                  | Ritalin  |
| Other Stimulants                 | Adipex, Bararate, Chylert, Didrex, Ionamin, Plegine, Pre-state, Sanorex, Tenuate, Tephanyl, Voranil  |
|                                  |  |
| <b>Hallucinogens</b>             |  |
| <b>LSD</b>                       | Acid, Mirodot  |
| <b>Mescaline and Peyote</b>      | Mesc, Buttons, Cactus  |
| <b>Amphetamine Variants</b>      | 2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB  |
| <b>Phencyclidine</b>             | PCP, Angel Dust, Hog   |
| <b>Phencyclidine Analogs</b>     | PCE, PCPy, TCP   |
| <b>Other Hallucinogens</b>       | Bufotenine, Ibogaine, DMT, DET, Psilocylin   |
|                                  |  |
| <b>Cannibis</b>                  |  |
| Marijuana                        | Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks   |
| Tetrahydrocannabinol             | THC  |
| Hashish                          | Hash   |
| Hashish Oil                      | Hash Oil   |

## REPORTING CONVICTIONS

As a condition of employment, employees must abide by the terms of this policy and must notify the Human Resources Manager in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

**EMPLOYEE ASSISTANCE PROVIDER**

The City of Cocoa offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The City's EAP Administrator is:

HORIZON HEALTH  
www.horizoncarelink.com  
800-272-7252

The EAP provides confidential assessment, referral and short-term counseling for employees who need to or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's group health insurance, but the cost of such outside services are the employee's responsibility. Employees who recognize that they have a drug or alcohol abuse problem are encouraged to utilize the City's EAP. However, violation of the City's drug abuse policy will not be excused or condoned simply because an employee has sought assistance from the EAP. Questions regarding this policy should be directed to the Human Resource Manager.

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_