

Reading Municipal Light Department (RMLD) Board of Commissioners

Policy Committee Agenda

Monday, October 21, 2013

7:30 a.m.

General Manager's Conference Room

- 1. Call Meeting to Order**
- 2. RMLD Policy Matrix (Attachment)**
- 3. RMLD Employee, RMLD Board of Commissioners and Citizens' Advisory Board Travel Policy 5, Revision 7 (Attachment)**
- 4. RMLD Alcohol and Controlled Substance Testing - Non-CDL Employees Policy 32, Revision 0 (Attachment)**
- 5. Motion to Adjourn**

RMLD POLICY MATRIX

Policy Number	Policy Name	Date	Current Group Board/RMLD	Proposed Group	Department Responsibility	Possible Update Required
1	Community Relations	07/21/04	Board	Operational	GM	
2	Surplus Material	07/21/04	Board	Operational	Facilities/Materials	
3	Safety Committee	09/28/04	Board	Operational	Facilities/HR	
4	Smoking	12/03/03	Board	Operational	GM	
5	Overnight Travel	10/29/02	Board	Operational	Accounting	* board separate
6	Drug Free Workplace	07/21/04	Board	Operational	HR	
7	Sick Plan Implementation	07/21/04	Board	Operational	HR	
8	OPEB Trust Fund	05/26/10	Board	Board	GM	
9	RMLD Procurement	06/27/07	Board	Operational	Facilities/Materials	
10	RMLD Credit Card/Petty Cash	04/27/11	Board	Operational	Accounting	
11	Summer Employees	07/21/05	Board	Operational dissolve	HR	
12	Board Document Dissemination	03/23/04	Board	Board	GM	
13	Use of RMLD Conference Rooms	04/20/05	Board	Operational	Facilities	
14	Unique Employee Situation	07/21/04	Board	Operational	HR	
15	Sexual Harassment	08/26/04	Board	Operational	HR	* board separate
16	Violence Prevention in workplace	07/21/04	Board	Operational	Facilities/HR	* board separate
17	Tuition Reimbursement	04/21/01	Board	Operational	HR	
18	RMLD Strategic Plan	04/23/08	Board	Board	GM	
19	Board of Commissioners	05/26/10	Board	Board	GM	*
20	Family Medical Leave Act	07/21/04	Board	Operational	HR	*
21	Management Salaries and OT	04/20/05	Board	Operational	HR	
22	Pension Trust Investments	02/07/96	Board	Board	GM	
23	Dress Standards	06/27/07	Board	Operational	HR	
24	TQM	06/05/95	Board	Operational dissolve		
25	Anonymous Communications	10/24/02	Board	Board dissolve		
26	CDL Alcohol and Drug Testing	03/18/96	Board	Operational dissolve	HR	
27	Electronic Comm. in Workplace	08/11/97	Board	Operational	IT/HR	* board separate
28	Severance Pay	05/17/99	Board	Operational dissolve	GM	
29	Identity Theft Prevention	05/26/10	Board	Operational	Accounting/IT	
30	Sustainable Energy Policy	11/01/12	Board	Board	GM	
31	Vehicle Anti-Idling Policy	05/26/10	Board	Operational	Facilities	

RMLD TRAVEL POLICY

TRAVEL POLICY

General Manager/Date

Per Board Vote 10/24/02
Chairman/Date

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TRAVEL POLICY (Overnight/Day Travel)¶

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I. PURPOSE

- A. To establish overall administrative controls for reporting employee's expenses and obtaining approval for overnight and day travel.

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel. The Accounting Manager (or designee) will refer expenses that exceed Section III guidelines to the General Manager for final approval. The Accounting Manager is encouraged to meet directly with employees whose expenses exceed these guidelines and to resolve on the side of reasonableness and fairness to the employee. Should the Accounting Manager have questions on any employee's expense report that is not answered to his satisfaction, he then will report directly to the Reading Municipal Light Board of Commissioners with those concerns.

Note: Day travel does not require the employee to submit a Travel Authorization Form. However, the employee will follow the guidelines applicable to day travel including expense reporting requirements.

II. RESPONSIBILITIES

A. Accounting Manager

- 1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with Town of Reading requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
- 2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for final decision on reimbursements.

B. Supervisor

- 1. Determines justification for their employee's travel.
- 2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses applicable to this policy is aware of the policy and all its provisions.
- 3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to Accounting in a timely manner as required in Section III R. Expense Reporting.

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C. General Manager

- 1. Determines final justification for all travel.
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III. GENERAL GUIDELINES

A. Overnight Travel

- 1. Employees may request travel for purposes of meeting their Career Development Plan or as determined by their supervisor.
- 2. All requests must be submitted to the Division Manager in the format of a completed Travel Authorization Form, for consideration in the budget process for appropriate fiscal year of travel.
- 3. Employees will be notified if their travel request(s) has been approved for submission into the budget.

Note: Submission of the travel request into the budget does not guarantee that the Travel Authorization Form will receive final approval.

- 4. No travel arrangements for any employee, RMLD Board of Commissioner, or Citizens' Advisory Board member will be made until the Travel Authorization Form has been completed and approved. A computerized form is located in the RMLD sharesite or forms are available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Travel Authorization Form. Employee is responsible to generate necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Travel Authorization Form.
- 5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Travel Authorization Form has been completed correctly and to make all the air/train and hotel reservations, and if appropriate, car rental reservations.

B. Air/Train/Bus Travel

- 1. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed.

C. Car Rentals

- 1. The General Manager will determine whether an employee requires a car rental. If an employee is staying at a hotel where the conference is being held, a car rental will not be allowed. An employee can elect to justify in written form why a car rental is necessary.
- 2. Car rentals shall be at the lowest rate and mid-size available consistent with the travel schedule and needs. Luxury, sport or specialized vehicles are not allowed.
- 3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make sure when you fill out the application that RMLD is listed as the renter. Make it clear that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be faxed to them.

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D. Cash Advances

1. Cash advances are not available.

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III. GENERAL GUIDELINES (Continued)

E. Personal Car

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle from their home to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar if you leave from home. Examples of this are the following:
 - a. If your normal round trip commute to the RMLD is thirty (30) miles and you attend a seminar that is twenty (20) miles round trip from your home, you would be reimbursed nothing for mileage.
 - b. If your normal round trip commute to the RMLD is thirty miles and you attend a seminar that is forty (40) miles round trip from your home, you would be reimbursed ten (10) miles for mileage (40 miles - 30 miles).
 - c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
3. When reporting mileage, the total mileage driven, less the commuting mileage, must be indicated.

F. Meals

Overnight Travel Meals - All employees will be provided a per diem allowance in accordance with the United States General Services Administration www.gsa.gov for all their meals (includes meal, tax and gratuities without providing receipts.)

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<p>Deleted: Partial days (defined as covering two or less normal meal periods) will be reimbursed by a specific amount according to the following schedule: \$10.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner. On travel day, no reimbursement for breakfast will be made for departures from Boston, Manchester, NH, or Providence, RI airports on flights after 9:00 a.m. and the reverse is true on flight arrivals before 5:00 p.m. into those airports. If meals are provided as part of a seminar, no reimbursement will be made.</p> <p><#></p> <p><i>These rates may be periodically adjusted to generally reflect the average of the subsistence allowances found at http://www.dtic.mil/per diem or equivalent data source for Massachusetts or other visited locations.</i></p> <p>If an employee strongly believes the per diem allowance is inadequate, he/she may research the dtic website and provide data supporting the increased per diem or they can provide IRS publication #1542 Per Diem Rates to the Accounting Manager who will have final approval.</p>

III. GENERAL GUIDELINES (Continued)

F. Meals (continued)

- 2. Local Travel/Business Meals - , will be reimbursed up to specific per diem amount under a regular travel day, listed above for lunch only. , If , lunch is provided as part of a seminar, no reimbursement will be made.

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G. Entertainment Expenses

- 1. Entertainment expenses are not permitted.

H. Phone

- 1. Employees are authorized one personal call to home per day of travel. Employees are encouraged to refrain from using direct hotel line due to excessive charges.

I. Laundry/Cleaning

- 1. Reimbursement is allowed if the trip is three days or longer.

J. Tips

- 1. Reasonable tips (non-meal related) are reimbursable.

K. Lodging

- 1. Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

- 1. All such expenses are reimbursable provided receipts are attached.

M. Taxis

- 1. Actual cost of taxis is reimbursable based on documentation supplied by the employee.

III. GENERAL GUIDELINES (Continued)

N. Non-Reimbursable Expenses

The following costs are not reimbursable via this policy:

1. Personal expenditures that are not incidental to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.
3. Medical costs.
4. All associated travel expenses of a spouse, personal guests or dependents.
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts or remembrances.
8. Alcoholic drinks of any type.

O. Receipts Required for Travel Expenses

1. Transportation fares: (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.
7. RMLD car expenditures (e.g., repairs, wiper blades, oil)
8. Registration fees for previously approved courses and seminars.
9. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

III. GENERAL GUIDELINES (Continued)

P. Expense Report Approval Requirements

1. Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the Accounting Manager or designee. Expense reports will only be approved by the Accounting Manager or designee if they comply with the provisions of this policy.

Q. Combined Business and Personal Travel

1. If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility including hotel, meals, parking, etc.

R. Expense Report Processing

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

IV. ATTACHMENTS

A. Travel Authorization Form

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RMLD Policy #5 Travel

Page 8 of 7

I have received and read Policy #5 Rev #7

Date

Please print your name



TRAVEL AUTHORIZATION FORM FISCAL YEAR _____

Overnight

Conference

Training

Employee:	Division:	Meets CDP	Y	N
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Name of Training/Conference	
Reason for Request	
Location	
Travel Dates	Length of Stay (Number of Nights)
Transportation - Travel Mode (Air, Rental Vehicle, Bus, Personal Vehicle)	
Did you receive an overnight travel authorization last year?	Yes No

	REQUEST	REVISED	ACTUAL
TRANSPORTATION	\$ _____	\$ _____	\$ _____
HOTEL	\$ _____	\$ _____	\$ _____
FEES/TUITION	\$ _____	\$ _____	\$ _____
MEALS	\$ _____	\$ _____	\$ _____
OTHER	\$ _____	\$ _____	\$ _____
TOTAL	\$0.00	\$0.00	\$0.00

Request Approval:
Projected Budgeted

Revised Approval:
Based on Increases

Actual Approval:
Actual Expenses

Employee

Employee

Employee

Supervisor

Supervisor

Supervisor

General Manager

General Manager

General Manager

Date

Date

Date

Revised Approval is required if Request total increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.

**RMLD ALCOHOL AND CONTROLLED
SUBSTANCE TESTING
NON-CDL EMPLOYEE POLICY**

General Manager

Board Vote

ALCOHOL AND CONTROLLED SUBSTANCE TESTING
Non-CDL employees

A. PURPOSE

RMLD (also referred to as the "Employer" or the "Department" in this Policy) and all of its employees share a mutual concern and long-term interest in protecting and maintaining an employment environment free from the negative effects and impact of the misuse/use of controlled substances. This Agreement is intended and designed to protect the life, personal health and safety of RMLD employees including all current and future employees, whether supervisory or not. Employees who use controlled substances or misuse prescribed controlled substances and use or misuse alcohol tend to be less productive, less reliable, more prone to accidents and to greater absenteeism resulting in the potential for increased personal injuries, property damage and the resultant costs and risks to the RMLD, its employees, its customers and others.

While RMLD is not mandated to apply the Department of Transportation regulations, 49 CFR, Part 40, to all employees, the testing program required by this Policy will follow the DOT CDL testing standards concerning level of alcohol or controlled substances in testing samples.

An informative handout describing the physical and mental effects of alcohol and certain substance use, prescribed or otherwise, along with key glossary terms, abbreviations and definitions, will be provided when the employee, supervisor and appropriate management employee signs for the receipt of a copy of this Agreement and handout. Please refer to Human Resources if you have any questions about the impact of alcohol and substance use, seek a referral to our EAP, or have questions about this Agreement.

B. APPLICABILITY

All active RMLD employees with the exception of CDL licensed employees or employees in a collective bargaining unit that has not accepted this policy, or that has negotiated a different policy.

All RMLD employees, whether CDL licensed or not, are also required to comply with RMLD Policy 6, "Drug Free Workplace."

C. RESPONSIBILITIES**General Manager:**

Responsible for the oversight of this Policy.

Human Resources:

Responsible for the overall administration, record keeping, and selecting and supervising contractors retained to administer and maintain this program; for scheduling and documenting Observer Training of supervisors; for ensuring that drug and/or alcohol testing follows guidelines or requirements of this Policy and the Department of Transportation, including those promulgated as 49 CFR, Part 40; and, for maintaining confidentiality of test results.

Managers and Supervisors:

Responsible for fairly applying this Policy and for managing supervisors who observe and determine the need for reasonable suspicion, post-accident and pre-employment testing.

D. TERMINOLOGY DEFINITIONS

Refer to the Information Handout on Terms and Abbreviations for the RMLD Alcohol and Controlled Substance Testing Policy.

E. DRUG AND ALCOHOL PROHIBITIONS

No employee shall:

1. Report for work or remain at work to perform his/her regular duties including overtime and/or on duty assignments with a blood alcohol concentration of 0.04 or greater.
2. Possess, be under the influence of, or use any prohibited controlled substance, narcotic, drug, or any derivative thereof including any controlled substance prescribed for the employee or another person. There may be an exception to this prohibition if the employee has informed his/her supervisor that a physician has prescribed a controlled substance and has expressly instructed the employee prior to the employee's reporting for work while consuming the controlled substance that its use does not adversely interfere with his/her ability to safely and effectively perform his/her regular duties, including performing overtime and/or on duty assignments.
3. Consume an intoxicating beverage regardless of its alcoholic content, within four (4) hours prior to reporting for duty.
4. Refuse to cooperate with the testing procedures, or refuse to sign a consent or release form authorizing the collection of specimen, analysis of specimen and release of the results to the Department, or otherwise directly or indirectly impede these and associated activities. A refusal is considered a positive test result for both alcohol and controlled substances.
5. Fail to inform appropriate supervisors of a work-related traffic accident.
6. Use alcohol within 8 (eight) hours of a work-related traffic accident involving injuries of the sort describe in section F(2)(a) of this policy or within 8 (eight) hours of receiving a traffic citation while working or until:
 - a. the employee has been drug and alcohol tested; or,
 - b. the employee's conduct has been discounted as a contributing factor in the accident, and the employee will not be required to provide a specimen.

A supervisory employee who is aware of any of the above conduct/acts shall not permit the employee to report to work, remain at work or permit the employee to continue to perform his/her regular duties including overtime and/or on duty assignments.

F. REQUIRED TESTS

This Policy requires that applicants for employment and covered employees must be tested for the misuse of alcohol or use of controlled substances.

The Department will require testing in four circumstances:

1. PRE-EMPLOYMENT TESTING

Pre-employment drug testing is conducted before applicants are hired or after an offer to hire, but before the employee reports for the first day of work. The Department will also test when an employee is transferred to a safety-sensitive position which requires a CDL.

2. POST ACCIDENT or POST INCIDENT TESTING

Testing is required in any of the following circumstances:

- a. Following an accident or incident, testing shall be done as soon as practicable where a life was lost, or serious personal injuries were sustained by the employee or others, such as, but not limited to, loss of limb(s), eyesight, broken limbs, head injuries, or other significant trauma.
- b. Any employee(s) directly responsible for an accident/incident will present himself/herself to the designated testing site for alcohol testing within two (2) hours following the accident/incident and within 32 hours following the accident for controlled substance testing. No alcohol or controlled substances may be consumed for at least 8 hours after the accident/incident or until a test is conducted.
- c. If an employee does not remain readily available for testing or otherwise fails to cooperate with the testing process in any way that prevents the completion of the test, or if an employee engages in conduct that clearly obstructs the testing process, the employee will be deemed to have refused testing, unless circumstances of the accident prevent compliance with this subsection. The Employer may, but is not compelled to, substitute a law-enforcement based post-accident test, if available.
- d. The employee was cited, under state or local law, for a moving traffic violation arising from the accident/incident, or, in the discretion of the General Manager or designee, an incident caused substantial damage to another person's personal or real property in excess of \$1,000.
- e. A vehicle was towed from the scene of the accident/incident.
- f. An accident/incident is defined as an event or occurrence which may or does include, but is not limited to, the above type illustrative scenarios.

The Department will provide instructions, information and procedures to enable the employees to comply with post-accident/incident testing.

If an employee has not submitted to an alcohol test within 2 hours of the accident or incident, the Department shall prepare and maintain on file a record stating the reason the test was not promptly administered. If an employee has not submitted to an alcohol test within 8 hours or a controlled substance test within 32 hours of the accident or incident, the Employer will cease attempts to administer the test and prepare and maintain records as described above.

The requirements of this section should not be construed as to require delay in seeking necessary medical attention for injured persons following an accident/incident, or to prohibit an employee from leaving the scene of an accident/incident for the period necessary to obtain assistance in responding to the accident/incident or to obtain necessary emergency medical care.

3. RANDOM TESTING

All covered employees will be subject to unannounced random testing for alcohol and controlled substances throughout the year. Such testing may be done at any time the employee is arriving to or is at work, including overtime assignments. Selected employees must proceed to the test site immediately.

The random selection process will be designed to ensure that each employee has an equal chance of being tested each time selections are made.

If an employee goes on any form of paid or unpaid leave prior to completing testing, or otherwise fails to cooperate with the testing process in any way that prevents the completion of the test, or engages in conduct that clearly obstructs the testing process, he/she will be considered to have failed the test.

The Department will randomly test employees subject to this Policy for drugs and controlled substances in the same percentages that employees are tested pursuant to Federal CDL

regulations.

4. REASONABLE SUSPICION TESTING

If a trained supervisor has reason to believe that an employee's behavior or appearance may indicate a misuse of alcohol and/or use of controlled substances, the Department must test the employee for the presence of alcohol and/or controlled substances.

Testing for reasonable suspicion is based on the observations of a trained supervisor concerning specific and articulable aspects of an employee's appearance, behavior, speech or odor. Where deemed possible by the first observer, a second observer's opinion will be sought.

Observations pertaining to alcohol use shall be made when the employee is at work, including overtime and/or other duty assignments. Observations concerning use of controlled substances may be made at any time.

Reasonable suspicion testing should be done within two hours of the trained supervisor's observation, or, if the observation occurred while the employee was not working, as soon as feasible after the employee reports to work. If tests based upon reasonable suspicion are not completed within this period, the supervisor will report to the Employer the reasons why the tests were not timely administered. The supervisor will document his observations within twenty-four hours of the observation or as soon as feasible after the supervisor reports to work if the observation occurred while the supervisor was not working.

The Department shall review all reasonable suspicion testing documentation data for compliance with the requirements of this section. The Department will attach to a reasonable suspicion test result the report describing the basis for the test.

An employee who refuses or otherwise fails to cooperate with the testing process in any way that delays or prevents the completion of the test or who engages in conduct that obstructs the testing process will be treated as having tested positive for both alcohol and controlled substances.

G. RETURN TO DUTY AND FOLLOW-UP TESTING

An employee who refuses to take or fails a test for alcohol and/or controlled substances may not return to work until:

1. the employee has undergone evaluation, and where necessary, rehabilitation. A substance abuse professional (SAP) shall determine if the employee has successfully complied with any required rehabilitation; and
2. the employee has undergone both return-to-duty testing for controlled substances with a negative result for the presence of controlled substances and return-to-duty testing for alcohol with a result of less than 0.02 percent.

The Department will require an employee who has failed or is deemed to have failed a test to undergo follow-up testing which will include at least six unannounced tests for controlled substances and alcohol in the subsequent twelve month period. The SAP may require additional follow-up testing. Furthermore, an employee who has failed or is deemed to have failed a test shall follow the directions of the SAP, or be subject to termination.

H. CONSEQUENCES OF TEST REFUSAL OR POSITIVE TEST

1. The Department will deem a refusal to take a test as both a single failure to pass the alcohol test and a single failure to pass a controlled substance test. The Department will regard an employee who delays, obstructs or fails to cooperate with the testing process as having refused the test.
2. Upon receipt of information that an employee has tested positive for alcohol or has failed

to take the test without justification and/or refused to be tested or to sign the testing form, the Department will immediately remove the employee from all work duties and will suspend the employee without pay. The employee shall immediately, upon notification that he or she has tested positive or is deemed to have tested positive as described above, contact RMLD's Employee Assistance Program (EAP) administration and fully cooperate with the EAP and the SAP/MRO. The employee shall remain off duty until he or she has tested negative (i.e., an alcohol test result of less than .02 percent) and is approved to return to work by the SAP/MRO. The employee shall follow the treatment and care recommended by the SAP/MRO during the period of suspension and after returning to work.

3. The cost of rehabilitation and/or treatment beyond the scope of the EAP or medical insurance plan will be the financial responsibility of the employee. Upon enrollment in a SAP-approved rehabilitation/treatment program, the employee retroactively from the date of return to duty will be granted leave for rehabilitation purposes at full pay up to the balance of his/her accumulated sick leave from the time of test failure or refusal until successfully completing a return-to-duty controlled substance or alcohol test. Employees expending all their accumulated sick leave will be permitted retroactively upon return to duty to use other accumulated leave as designated by the employee. The Department shall charge this leave period to FMLA leave, and may concurrently charge it to other types of leave.
4. Employees within the probationary period, or if there is no probationary period, employees with less than six months continuous service with RMLD at the date of the test, shall be immediately terminated from employment upon the first positive drug or alcohol test.
5. Employees who have completed the probationary period, or if there is no probationary period, employees with more than six months continuous service with RMLD but with less than five years of continuous service with RMLD on the date of the test shall have access to the rehabilitation provisions of this policy only for the first failed test. The Department will terminate such employees upon the second failed test for either controlled substances or alcohol.
6. Employees with more than five years of continuous service with RMLD on the date of the test shall have access to the rehabilitation provisions of this policy only for his/her first two failures to pass the alcohol test and his/her first failure to pass the controlled substances test. The Department shall terminate such employee who fails to pass his/her third alcohol test, and/or his/her second controlled substance test.
7. The Employer may arrange for any work missed by an employee on leave for rehabilitation purposes by any means that meets the business needs of the Employer regardless of any other limitations expressed or implied elsewhere in this Policy or in past practice.

I. COST OF TESTING

The Employer will pay the costs associated with alcohol and controlled substance testing (including transportation to and from the testing facility) except when the employee requests a confirmatory test. The testing laboratory will use split samples for controlled substance testing. Should the first split sample test positive, the employee may request a confirmatory test on the remaining sample. If the result of this confirmatory test is positive, the employee will pay for the confirmatory test. If the confirmatory test results are negative, the Employer will pay for the confirmatory test. Confirmatory tests requested by the Employer are paid for by the Employer.

J. EMPLOYEE'S PERSONNEL RECORDS

An employee subject to testing is entitled, upon written request to the Employer or designee, to obtain copies of available personnel records pertaining to his or her tests within two (2) working days of the Department's informing the employee of the test results.

K. MISCELLANEOUS

No part of this Policy shall be interpreted as preventing other disciplinary or other Employer actions as appropriate.

Revision _____

Date _____

General Manager

**READING MUNICIPAL LIGHT DEPARTMENT
ALCOHOL AND CONTROLLED SUBSTANCE TESTING PROGRAM
INFORMATION ON
TERMS AND ABBREVIATIONS AND THE EFFECTS OF ALCOHOL AND CONTROLLED
SUBSTANCES ON THE BODY**

<u>BAT:</u>	Breath and Alcohol Technician
<u>EAP:</u>	Employee Assistance Program
<u>EBT:</u>	Evidential Breath Testing
<u>MRO:</u>	Medical Review Officer
<u>Alcohol:</u>	The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl and isopropyl alcohol.
<u>Alcohol Concentration:</u>	Also called alcohol content. The alcohol in a volume of breath (expressed as grams of alcohol per 210 liters of breath) as indicated by an evidential breath test such as a breathalyzer.
<u>Alcohol Use:</u>	The consumption of any beverage, mixture or preparation, including any medications, containing alcohol.
<u>Breath Alcohol Technician (BAT):</u>	An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing (EBT) device.
<u>Chain of Custody:</u>	Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. The use of an appropriate controlled substance (drug) custody form shall be maintained.

<p><u>Confirmation Test:</u></p>	<p>In alcohol testing a second test following a screening test with a result of 0.04 or greater that provides quantitative measurement data of alcohol concentration.</p> <p>In controlled substance testing a second analytical procedure following a screening test to identify the presence of a specific controlled substance or metabolite. In order to ensure reliability and accuracy, this test is separate from, and uses a different technique and chemical principal from, that of the screening test.</p>
<p><u>Controlled Substances:</u></p>	<p>In this written policy, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, including methamphetamines.</p>
<p><u>Employee:</u></p>	<p>An individual who is or may be designated or covered in this Agreement as subject to controlled substance (drug) testing and/or alcohol testing. “Employee” and “individual” to be tested have the same meaning for purposes of this part.</p>
<p><u>Employer:</u></p>	<p>Means the RMLD or any of its lawfully authorized representatives including but not limited to its Town Manager or his designee or other lawfully authorized agents and representatives, including managerial employees and supervisors.</p>
<p><u>Evidential Breath Testing Device (EBT):</u></p>	<p>A device approved by the federal National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices”.</p>
<p><u>Medical Review Officer (MRO):</u></p>	<p>A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test, medical history and other relevant biomedical information.</p>

<p><u>Refusal to Submit (To An Alcohol or Controlled Substance Test):</u></p>	<p>An employee who fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirements for breath testing; fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirements for urine testing; fails, without justification, to report forthwith for testing as required; or, engages in conduct that clearly obstructs the testing process, e.g., takes a controlled substance or alcohol post-accident without valid medical authorization.</p>
<p><u>Screening Test (aka Initial Test):</u></p>	<p>In alcohol testing the initial analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system.</p> <p>In controlled substances testing an immunoassay screen to eliminate “negative” urine specimens from further consideration.</p>
<p><u>Split Specimen (Sample) Testing:</u></p>	<p>Controlled substances tests conducted under this Agreement must follow split specimen procedures. Under this provision, an employee whose urine specimen has tested positive for a controlled substance has the option (within 72 hours of being notified by the MRO) of having the other portion of the split specimen tested at another laboratory. If the second portion of the specimen also tests positive, then the employee is subject to the sanctions contained in the regulations. If the second portion produces a negative result, or for any reason, the second portion is not available, the test is considered negative, and no sanctions are imposed.</p>
<p><u>Substance Abuse:</u></p>	<p>Refers to patterns of substance use that result in health consequences or impairment in social, psychological and occupational functioning.</p>

<p><u>Substance Abuse Professional (SAP):</u></p>	<p>A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substance-related disorders.</p>
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How is Alcohol Testing Done?

- a. Alcohol testing is done by a certified Breath Alcohol Technician, or BAT, in a private setting where no one but the employee and the BAT can see or hear the test results. An evidential breath testing device (EST) approved by the National Highway Safety Administration must be used.
- b. The BAT will ask the employee for identification. The employee may ask for the BAT's identification as well.
- c. To complete the test, the employee must blow forcefully into the mouthpiece of the testing device. The BAT must show the employee the test result on the testing device.
- d. A screening test is done first. If the reading is less than 0.04, the employee will sign the certification and fill in the date on the form. The test will be reported as negative to the employer.
- e. If the reading is 0.04 or greater, a confirmation test must be done (after 15 minutes, but within 20 minutes of the first test). The employee will be asked not to eat, drink, belch or put anything in his/her mouth. These steps prevent the buildup of mouth alcohol which can lead to an artificially high result.
- f. If the screening and confirmation test results are not the same, the confirmation test result is used.

If the employee refuses to be tested or to sign the testing form, or otherwise refuses as defined in the Agreement, the BAT will immediately notify the employer.

How is Controlled Substance (Drug) Testing Done?

1. Controlled substance testing is done by analyzing a urine specimen, which is collected in a private setting.

If employee refuses to be tested or to sign the testing form, or otherwise refuses as defined in the Agreement, the testing agent will immediately notify the employer.

How is Controlled Substance (Drug) Testing Done?

2. Urine specimens are divided into two containers by the collection site person—in the employees' presence. These two specimens, called "primary" and "split", are sent to a testing laboratory.
3. At the laboratory, a screening test is performed on the primary specimen. If this test is positive for controlled substances, a confirmation test is required.
4. The confirmation test must use a specialized procedure called gas chromatography/mass spectrometry, to ensure that over-the-counter controlled substances are not reported as positive.
5. If the first test is positive, the Medical Review Officer (MRO) and/or Substance Abuse Professional (SAP) will notify the employee, if the employee can be reached, to find out if there is a medical reason for the controlled substance (drug) use. If the employee can document why the substance is being taken and the MRO finds it is a legitimate medical use, the test may be reported as negative to the employer.
6. After being notified that the first test was positive, the employee has 72 hours to request a test of the split specimen. If the employee makes this request, the split specimen is sent to another lab for the test.
 - a. If the employee does not contact the MRO within 72 hours but can prove to the MRO that the employee had a legitimate reason for not doing so, the MRO can order the split specimen tested.

The employer will remove the employee from work duties following a positive controlled substance (drug) test, without waiting for the result of the split specimen test.

7. If the analysis of the split specimen does not confirm the presence of a controlled substance (drug), the MRO/SAP will so notify the employer and the employee.

What Are The Effects Of Alcohol And Controlled Substances (Drugs) On The Body? **Alcohol**

Alcohol, a nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

A 12-ounce can of beer, a 5-ounce glass of wine and a 1-1/2 ounce shot of hard liquor will contain the same amount of alcohol. Each 1/2 ounce of alcohol takes the average body about one (i) hour to process and eliminate. Coffee, cold showers and exercise do not hasten sobriety.

Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their life spans by about ten years.

Alcohol

Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex action
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Hangover, which can be accompanied by headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles.

Marijuana

Marijuana, also known as “pot”, “weed”, “grass” and other street names, alters the user’s sense of time and reduces the ability to perform tasks requiring concentration. The drug has a significant effect on judgment, caution and sensory/motor functions.

Marijuana stays in the body for 28 days, unlike alcohol, which dissipates in a few hours.

Other Effects:

- Impaired driving for at least 4-6 hours after smoking 1 “joint”
- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Altered sense of identity
- Dulling of attention
- Hallucinations, fantasies and paranoia
- Reduction or temporary loss of fertility

Cocaine

Cocaine is a stimulant drug which increases heart rate and blood pressure. As a powder, cocaine is inhaled, ingested or injected. Cocaine is also used as free-base cocaine known as “crack” or “rock”, which is smoked. The crack “high” is reached in 4-6 seconds and lasts for about 15 minutes.

Cocaine

Many people mistakenly believe that, because it is smoked, crack is safer than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive drugs known today.

The most dangerous effects of crack are that its use can cause vomiting, rapid heart beat, tremor and convulsions. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heart beat are depressed, which can lead to death.

Other Effects:

- A rush of pleasurable sensations
- A heightened, but momentary, feeling of confidence, strength and endurance
- Accelerated pulse, blood pressure and respiration
- Impaired driving ability
- Paranoia, which can trigger mental disorders in users prone to mental instability
- Irritation of the nostrils and nasal membrane
- Mood swings
- Anxiety
- Reduced sense of humor
- Compulsive behavior, such as teeth grinding or repeated hand washing

Amphetamines

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. Some common street names for amphetamines are “speed”, “uppers”, “black beauties”, “bennies”, “wake-ups”, “footballs” and “dexies”.

People with a history of sustained low-dose amphetamine use quite often become addicted, believing that they need the drug to get by. These users frequently keep taking amphetamines to avoid the “down” mood they experience when the drug wears off.

Even small, infrequent doses can produce toxic effects in some persons. Restlessness, anxiety, mood swings, panic, heart rhythm disturbances, paranoid thoughts, hallucinations, convulsions and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails and dry, dull hair. Heavy frequent use can produce brain damage resulting in speech disturbances.

Amphetamines

Other Effects:

- Loss of appetite
- Irritability, anxiety, apprehension
- Increased heart rate and blood pressure
- Difficulty in focusing eyes
- Exaggerated reflexes
- Distorted thinking
- Perspiration, headaches, dizziness
- Short-term insomnia

Opiates

Opiates include heroin, morphine, codeine and narcotics used to relieve pain and induce sleep. Heroin, also called “junk” or “smack”, accounts for 90% of the narcotic abuse in this country.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot be obtained with a physician’s prescription.

Most medical problems are caused by the uncertain dosage level, the use of unsterile needles, contamination of the drug or the combination of a narcotic with other drugs. These dangers depend on the specific drug, its source and way it is used.

Other Effects:

- Short-lived euphoria
- Impaired driving ability
- Drowsiness, followed by sleep
- Constipation
- Decreased physical activity
- Reduced vision
- Change in sleeping habits
- Possible death

Phencyclidine or PCP

Phencyclidine, or **PCP**, also called “angel dust”, was developed as a surgical anesthetic in the late 1950’s. Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today, it has no lawful use and is no longer legally manufactured.

PCP is a very dangerous drug. It can produce violent and bizarre behavior, even in people otherwise not prone to such behavior. More people die from accidents caused by erratic and unpredictable behavior produced by the drug than from the drug’s direct effect on the body.

PCP scrambles the brain’s internal stimuli and alters how users see and deal with their environment. Routine activities such as driving and walking become very difficult.

Low doses produce a rash sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state, including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation and convulsions.

Other Effects:

- Impaired driving ability
- Drowsiness
- Perspiration
- Repetitive speech pattern
- Incomplete verbal responses
- Blank stare
- Thick, slurred speech
- Involuntary eye movement

The Human Resources Manager or their designee should be contacted with any questions regarding RMLD’s Alcohol and Controlled Substance Testing Program or for the contact information for the Department’s EAP.

