

DATE:

Dear _____:

NOTICE TO EMPLOYEES IN TEST DESIGNATED POSITIONS

Under the provisions of the Collective Bargaining Agreements for exclusively represented employees and Civil Service Rule 2-7 for nonexclusively represented employees, those employees who occupy test-designated positions are subject to random selection testing and post-accident/post-incident testing.

A test-designated position means any of the following:

- (1) A safety-sensitive position in which the incumbent is required to possess a valid commercial driver's license or to operate a commercial motor vehicle, an emergency vehicle, or dangerous equipment or machinery.
- (2) A position in which the incumbent possesses law enforcement powers or is required or permitted to carry a firearm while on duty.
- (3) A position in which the incumbent, on a regular basis, provides direct health care services to persons in the care or custody of the state or one of its political subdivisions.
- (4) A position in which the incumbent has regular unsupervised access to and direct contact with prisoners, probationers, or parolees.
- (5) A position in which the incumbent has unsupervised access to controlled substances.
- (6) A position in which the incumbent is responsible for handling or using hazardous or explosive materials.

Your position has been determined to be a test-designated position under one of the above criteria. This means that you are subject to the random and post-accident/post-incident drug and alcohol testing requirements:

Random selection testing. A test-designated employee shall submit to a drug and an alcohol test if the employee has been selected for testing on a random selection basis.

Post-accident/post-incident testing. A test-designated employee shall submit to a drug test or an alcohol test if there is evidence that the test-designated employee may have caused or contributed to a serious work accident.

All employees are subject to drug and alcohol testing in accordance with the following:

Reasonable suspicion testing. An employee shall be required to submit to a drug test or an alcohol test if there is reasonable suspicion that the employee has violated the rule.

Pre-appointment testing. An employee not occupying a test-designated position shall submit to a drug test if the employee is selected for a test-designated position.

Follow-up testing. An employee shall submit to an unscheduled follow-up drug test or alcohol test if, within the previous 24-month period, the employee voluntarily disclosed drug or alcohol problems, entered or completed a rehabilitation program for drug or alcohol abuse, failed or refused a pre-appointment drug test, or was disciplined for violating this rule.

Please turn in the attached receipt by _____ to your Human Resources Office.

In addition, you are required to complete Drug and Alcohol Training for New Employees. There is a power point presentation (item 1), and you are required to review items 2 – 19.

<https://stateofmichigan.sharepoint.com/teams/insideose/ehm/Pages/Drug-&-Alcohol-Testing.aspx>

A receipt for Acknowledgement of Receipt and Review of the educational materials that explain the State of Michigan Drug and Alcohol Testing Program is to be turned in by _____ are included in this letter. Both must be returned to your Human Resources Office.

If you have any questions regarding this letter, please contact _____.

Sincerely,



_____, DATC