

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 2511 "Alcohol Testing Program"	Effective Date of Procedures January 1, 2020
Approved By Steve Meystrik, Human Resources Director Signature on File	Supersedes Procedures Dated October 4, 2017

PROCEDURES

1. Employees required to complete an alcohol test will be positively identified by a photo ID, such as a driver's license, prior to a test being conducted. The collection site and procedure will be designed to allow individual privacy and preserve the dignity of each person tested.
2. Breath alcohol tests will be conducted by a qualified Breath Alcohol Technician (BAT).
3. Positive test results will be reported to the employee's supervisor by the BAT. The supervisor must work with local human resources staff to determine what the next steps will be for the employee under Policy 2511. Results of each alcohol test will also be reported by the BAT to the Employee Health and Wellness Unit. The Employee Health and Wellness Unit will then report positive alcohol test results to the local human resources staff who will advise the supervisor what the next steps are under Policy 2511.
4. Employees who perform safety-sensitive functions are subject to random alcohol testing. Alcohol tests are conducted in this random category only if employees volunteer or are required by the department to perform a safety-sensitive function during the work shift in which the random alcohol test is to be conducted. A computer generated selection process will be

- used to ensure each covered employee has an equal chance of being selected for testing.
5. The following parameters apply for employees who are absent, temporarily assigned to another org unit, or attending training the day their assigned org unit is selected for DOT random testing.
 - a. Employees absent before/during their assigned org unit's testing day due to illness or pre-approved leave usage are not required to test.
 - b. Employees temporarily assigned to another org unit before/during their assigned org unit's testing day are not required to test.
 - c. Employees attending training during their org unit's testing day, are required to test if they will be performing safety-sensitive duties before, during, or after the training and the training is within the state of Missouri or if the training is outside of Missouri, but within a 100 mile radius of an approved testing/collection location within Missouri's state lines. Employees may test at a clinic if the training is a great distance from the mobile testing unit's collection location.
 - d. Employees performing job duties for their assigned org unit a great distance away from the mobile testing unit's collection location during their org unit's testing day are required to test provided they are performing the work within the state of Missouri or if the work is being performed outside of Missouri, but within a 100 mile radius of an approved testing/collection location within Missouri's state lines. Employees may test at a clinic if the job site is a great distance from the mobile testing unit's collection location.
 - e. Mechanics, emergency workers, etc., performing job duties at a facility/org unit (other than their assigned org unit) that is selected for testing are required to test as part of that facility/org unit.
 - f. Employees working in Temporary Modified Duty (TMD) status when there is a reasonable expectation they will return to driving a CDL/performing DOT safety-sensitive functions will not be assigned to a new org unit while on TMD and are required to test when their assigned org unit is selected for random alcohol testing if they are volunteering or are required by the department to perform a safety-sensitive function during the work shift in which the random alcohol test is to be conducted.
 - g. Central Office's Supplemental Bridge Inspection employees working in the office during their assigned Bridge Inspection org unit's random alcohol testing day are required to test if they are volunteering or are required by the department to perform a safety-sensitive function during the work shift in which the random alcohol test is to be conducted. They may test at a clinic if their location is a great distance from the mobile testing unit's collection location.

6. Safety-sensitive positions include positions that require a Commercial Driver's License (CDL), which is a DOT requirement, as well as positions that do not require a CDL but meet the department's safety-sensitive criteria described below. The safety-sensitive status of each position is identified in the Title (TITL) window in the SAM II HR/Payroll System.

Criteria which makes an employee's position require a CDL is described in Personnel Policy 0510, "Commercial Driver's License." Employees are not required to obtain a CDL unless they meet the requirements of policy 0510.

Activities considered to make a position safety-sensitive include, but are not limited to, those listed below. The amount of exposure or extent of operation is considered when determining whether or not to classify a position as safety-sensitive.

- a. Exposure to traffic or heavy equipment while working on highways right-of-ways, construction sites, and other work zones.
 - b. Operation of aircraft.
 - c. Operation of heavy equipment.
 - d. Operation of forklifts.
 - e. Operation of department vehicles for a significant portion of the time; or driving in a manner inconsistent with normal traffic patterns (frequent entering and exiting traffic, driving much slower than speed limit, etc.).
 - f. Operation of power equipment or tools (lathes, drill presses, chain saws, etc.).
 - g. Performance of maintenance on department automobiles, trucks, heavy equipment, or aircraft.
 - h. Use of or exposure to corrosive chemicals (acids, alkalines, etc.).
6. Wage and salaried employees who perform safety-sensitive functions during their work shift will be required to complete an alcohol test when evidence shows reasonable suspicion that an employee has reported for work while affected by alcohol; performed safety-sensitive functions while affected by alcohol; or consumed alcohol while performing safety-sensitive functions. Alcohol tests will be conducted in this category only if employees are performing safety-sensitive functions during their work

- shift. Evidence which may support reasonable suspicion includes, but is not limited to, the following:
- a. Employee is observed consuming or possessing what appears to be alcohol while on the job.
 - b. Employee's appearance, behavior, speech, or body odors indicate he/she may be affected by alcohol on the job.
7. Salaried employees (beyond initial probation) who test positive on an alcohol test with a breath-alcohol content (BrAC) level between 0.02 and 0.039 will:
- a. Receive a 40 hour suspension without pay.
 - b. Receive a recommendation to contact the Employee Assistance Program.
 - c. Be subject to and must pass a return to duty test.
 - d. Be on disciplinary probation for one year.
 - e. Have a copy of the disciplinary letter detailing the terms mentioned above placed in their employee personnel files for two years from the date of suspension without pay (these letters will be removed from employee personnel files after two years, but permanent confidential records will be kept by the Employee Health and Wellness Unit).
 - f. Be dismissed from employment with the department if a second positive test (with a BrAC level of 0.02 or above) occurs.

CROSS REFERENCES

[Personnel Policy 0510, "Commercial Driver's License"](#)

FORMS

[DOT Random Testing Roster](#)

[Reasonable Suspicion Testing – Alcohol Flowchart](#)

[Reasonable Suspicion Observation Form](#)

[Supplemental Alcohol Testing Information Sheet](#)