

PROTOCOL FOR EMPLOYEES WITH A POSITIVE SUBSTANCE ABUSE TEST

The following protocol will be placed into effect for any employee working under the Hampton Roads ILA Collective Bargaining Agreements who tests positive for alcohol or drugs. To receive more information on the HRSA-ILA Drug and Alcohol Program, contact Peggy Rode at 457-9112 or visit www.hrsa-ila.com.

CONTACT PROCEDURE

The Medical Review Officer (MRO) has attempted to contact you regarding your substance abuse test. Please contact the MRO at NowCare (757) 424-4300 or the Drug & Alcohol Coordinator at (757) 457-9112. The MRO is your initial contact and if there are any extenuating circumstances that could have contributed to your positive test it is your responsibility to provide the MRO with documentation to substantiate this claim. The following will assist you in making your contacts:

Medical Review Officer
Now Care
6632 Indian River Road
Virginia Beach, VA 23464
(757) 424-4300

Peggy Rode
Drug & Alcohol Coordinator
1355 International Terminal Blvd., Suite 109
Norfolk, Virginia 23508
(757) 457-9112

TEST RESULTS

You may request a re-test of the original positive specimen within seventy-two (72) hours after notification by the MRO. This request has to be made through the MRO at the location and telephone number noted above.

SIXTY-DAY PENALTY FOR FIRST POSITIVE TEST

A sixty-day (60) penalty will be assessed and you will be ineligible for employment through any and all HRSA employers and ILA Hiring Centers under the HRSA-ILA Drug and Alcohol Abuse Program. If there is a worker's compensation claim, the sixty-day (60) penalty will not go into effect until the compensation claim has been satisfied and compensation payments have been stopped.

REHABILITATION PROGRAM

You are required to enroll in a Rehabilitation Program. To do so, you must contact the HRSA-ILA Drug & Alcohol Coordinator, telephone number (757) 457-9112 to schedule a consultation with the rehabilitation company being utilized. The coverage provided is subject to the provisions of the MILA Managed Health Care Trust Fund and it is only available to the members who have earned the required hours to qualify for these benefits. Individuals who are not covered by the MILA Management Health Care Trust Fund, or if benefits are exhausted, are responsible for their own Rehabilitation Program and expense. Rehabilitation services are being

provided by CompPsych and the information you need to contact them and the Drug & Alcohol Coordinator is provided below:

Peggy Rode
Drug & Alcohol Coordinator
1355 International Terminal Blvd.
Norfolk, VA 23508
(757) 457-9112
(800) 899-3090 ext. 112

CompPsych
1-877-595-5282
24 hours, 7 days per week

After contacting the Drug & Alcohol Coordinator you will consult with a Substance Abuse Professional (SAP) who will evaluate your personal needs and recommend a treatment program. Successful completion of the prescribed treatment program is in your best interest, necessary for your return to work in the industry via the ILA, and your progress will be monitored by the SAP. After successful completion of your prescribed rehabilitation program the SAP will provide written approval for you to return to work.

RETURN TO WORK REQUIREMENTS

Prior to completion of the sixty-day (60) penalty it is your responsibility to notify the HRSA-ILA Drug & Alcohol Coordinator to schedule a substance abuse test so that you will be eligible to return to work after the suspension has been completed. This should be done seven days in advance. The results of this test must be negative and the results must be received by the Drug & Alcohol Coordinator prior to your return to work.

If an individual is tested for any reason, and the results of the test come back “negative dilute,” the individual will automatically be scheduled for a re-test at his/her own expense.

You are also required to sign a DRUG FREE AGREEMENT before you are eligible for employment. Under this agreement, you will be subject to frequent, unannounced, follow-up testing. The follow-up tests will be conducted on your own time and at your expense. You are responsible for the cost of these tests and all costs necessary to provide six (6) negative test results to continue until all six (6) are completed. **You will be required to pay the collection facility by cash or charge card. Inability to pay for a follow-up test will not be considered an excuse from testing.** Failure to take a follow-up test when directed will be considered a Refused Test under the Drug and Alcohol Policy.

MEMORANDUM STATEMENT:

Any substance abuse testing required by the Drug & Alcohol Coordinator will be reported to the Drug & Alcohol Committee and the following criteria established under the Drug & Alcohol Program will be enforced:

1. 1ST POSITIVE TEST: SIXTY-DAY NO WORK PENALTY
2. 2ND POSITIVE TEST FOLLOWING RETURN TO WORK FROM 1ST POSITIVE TEST: REMOVAL FROM THE INDUSTRY FOR TWELVE (12) MONTHS

UNDER THE HRSA-ILA DRUG AND ALCOHOL POLICY AND DRUG FREE AGREEMENT.

3. 3RD POSITIVE TEST FOLLOWING RETURN TO WORK FROM 2ND POSITIVE TEST: PERMANENT REMOVAL FROM THE INDUSTRY UNDER THE HRSA-ILA DRUG AND ALCOHOL POLICY AND THE DRUG FREE AGREEMENT.

REQUIREMENTS OF CONSIDERATION FOR REINSTATEMENT

When an individual has been terminated from the industry following a 2nd positive test in accordance with the HRSA-ILA Drug & Alcohol Abuse Program, such individual shall be eligible for a second and final chance for reinstatement subject to the following terms and conditions provided he/she remains drug free for one (1) year from the date he/she makes application:

1. Application for reinstatement after the second offense must be made within sixty (60) days from the date the individuals name is placed on the HRSA-ILA Ineligible to Work List for the second offense.
2. The application must be made by the individual in writing, to the Drug and Alcohol Coordinator, by certified letter, so that it may be presented to the Drug and Alcohol Committee.
 - A. The applicant must return to the industry within eighteen (18) months of testing positive.
3. Criteria for providing documented proof of a one (1) year drug free status will consist of :
 - A. Twelve (12) consecutive monthly negative drug screen/breathalyzer tests collected under direct observation at a NowCare/SAMHSA approved lab. These tests must be taken between the 1st and 15th of each month.
 - B. Documentation of treatment recommendations and compliance, as provided by the Substance Abuse Professional (SAP).
4. Once an employee is reinstated, that individual will be subject to follow-up testing requiring at least six (6) tests at the employee's expense, until all six (6) negative tests are completed, as well as random testing.
5. Any further violation shall ban the employee for life from the industry.

Applications for reinstatement after the second offense must be made within sixty (60) days from the date the individual's name is placed on the HRSA-ILA Ineligibility to Work List for the second offense.