



Ohio Administrative Code

Rule 123:1-76-14 Drug-free workplace training/education.

Effective: November 10, 1996

(A) The administrator of the drug-free workplace services program shall provide, or arrange to have provided, information and training programs concerning the impact of alcohol and other drug abuse on job performance, as well as information concerning the employee assistance program and any other resources available for employee assistance in dealing with a substance abuse program.

(B) All bargaining unit and new employees within bargaining units shall be furnished a copy of the state's drug-free workplace policy and drug testing procedures as specified by their respective collective bargaining agreements or as required by federal law.

(C) All other employees subject to the state drug-free workplace policy and drug testing procedures shall be furnished a copy of such document and such procedures as required by the director of the department of administrative services or as required by federal law.

(D) The drug-free workplace services program shall develop and implement, or arrange to have implemented, a training and education program for supervisors and managers to provide knowledge and skills essential for their recognizing and addressing alcohol and other drug abuse among agency employees and to facilitate their participation in the implementation and administration of drug testing and other drug-free workplace programs within the agency in which they work.

(E) Each agency shall be required to document to the administrator of the drug-free workplace services program that it has distributed copies of the Drug-Free Workplace Policy, including any drug testing procedures stipulated by collective bargaining agreements and agency rules deriving from such agreements, to all employees. All employees shall sign an acknowledgment that they have read and understand the policy and work rules pertaining to it. This acknowledgement shall be kept in the employees' file. Agencies shall review the policy annually with employees and distribute the policy and applicable work rules to all new employees within thirty calendar days of their initial employment by the state, or within the time specified by the applicable collective bargaining agreement.