



St. Johns County Administrative Code Section: Human Resources

Title:	412 Drug Testing	Issued: April 1992
Reference: F.S 440.102 & F.S. 397.311		Revised: August 2007

412.1 Purpose

The St. Johns County Board of County Commissioners has a vital interest in maintaining safe, healthy and efficient working conditions for its employees. Being under the influence of drugs or alcohol on the job may pose serious safety and health risks, not only to the user and to those who work with the user, but also to the public. The possession, use or sale of an illegal drug or alcohol in the workplace also poses unacceptable risks for safe, healthful and efficient operations. The St. Johns County Board of County Commissioners recognizes that its ability to provide a safe and satisfactory level of service to the citizens of St. Johns County is dependent upon the physical and psychological health of our employees. Accordingly, it is the intent of the County to maintain a safe working environment, protect County property and equipment, and facilitate efficient operations. With these basic objectives in mind, the County has established a Drug-Free Workplace Policy to include drug and alcohol testing for County Commission employees and candidates seeking employment. There is a zero tolerance for drug and alcohol abuse in the workplace. County employees will be subject to disciplinary action up to and including termination, even for the first offense if they test positive for the presence of illegal drugs and/or alcohol in their system, or if they are found in possession of, under the influence, selling, trading, offering for sale illegal drugs, or engaged in any illegal drug usage (whether on or off the job).

The purpose of this policy is to define the St. Johns County Board of County Commissioner's position regarding employees whose job performance is adversely affected by alcohol and/or drug abuse, or engaging in illegal drug activity. Both subjects are addressed in the Employee Handbook containing the Drug-Free Workplace Policy with oversight from the Human Resources and Risk Management Department. All employees shall sign an Acknowledgment Form stating that they have received and read a copy of this procedure when they are hired. Being under the influence of alcoholic beverages, or possession or being under the influence of illegal drugs on County property or any work site, or while on duty is a serious violation of this policy, and will subject the employee to disciplinary action up to and including termination. An employee will be required by their supervisor to submit to a blood/urine or other test for alcohol or illegal drug if reasonable suspicion exists to believe the employee is under the influence of alcohol or drugs. Other testing may be required as set forth in any separate drug-testing policy. Employees who are directed to submit to tests for alcohol or illegal drugs under these circumstances and who test positive or refuse or fail to submit to these tests when and as directed, through Risk Management, will be subject to immediate termination. Employees who are convicted or sentenced for illegal drug/alcohol activity on or off the job will be considered in violation of this policy and subject to termination of employment. Employees must notify their supervisor of any criminal statute conviction or when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The complete Drug Free Workplace policy can be found in the Employee Handbook. Contact Risk Management for further information.

412.2 Types of Testing

St. Johns County reserves the right to conduct the following types of testing:

- Job Candidate Substance Abuse Testing.
- Current Employee Substance Abuse Testing.



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- Routine Fitness-for-Duty Testing.
- Reasonable Suspicion Testing.
- Post-Accident/Injury Testing.
- Random Testing.
- Return-to-Duty Testing.
- Follow-up Testing.