
Drug Free Policy Development Worksheet For Governmental Entities

You have requested a worksheet in order for your entity to receive a proposal to develop a Drug Free Workplace Policy and/or Forms. Please answer the following questions, then return the completed worksheet back to WOLFE. Prior to drafting your customized Drug Free Workplace Program, Tommy Eden, our outside management labor law counsel with the law firm of Capell & Howard, P.C. who drafts client policies for WOLFE, will review your worksheet responses and help us determine an appropriate flat rate price for your project; which proposed fee we will be confirmed with you before any work is commenced. You may view Tommy's Blog at www.alabamawork.com with links to his CV. This Worksheet is for educational purposes only and does not constitute legal advice. "No representation is made that the quality of legal services to be performed is greater than the quality of legal services performed by other lawyers."

1. Entity Name as it should appear throughout the Policy & Forms:

Answer: _____

Entity Name

2. Abbreviated Entity Name as it should appear throughout the Policy & Forms: (example: "Vestavia Hills" rather than "City of Vestavia Hills, Alabama"):

Answer: _____

Abbreviated Entity Name

3. Entity Type (examples: City, County, Town, Municipality, Village, Township, District, Authority, Board, Department, Commission, Agency, Parrish, Council, School or School District):

Answer: _____

Entity Type

4. Mailing Address (include city, state & zip code):

Answer: _____

Address

5. Phone Number (include area code):

Answer: _____

Telephone

6. Fax Number (include area code):

Answer: _____

Telefax

7. Name and Title of the Entity's "Designated Employer Representative":

(Person in charge of implementing the program, overseeing employee education, arranging for testing, and keeping records of the Entity's compliance with drug-free workplace rules. It is generally the personnel director, administrator, or your Entity's equivalent):

Answer: _____

DER

8. Back-up DER:

Answer: _____

*****Alternate DER*****

9. Name of your certified Medical Review Officer (MRO):

(licensed physician (MD or DO) who is responsible for receiving & reviewing laboratory results generated by an employer's drug testing program & evaluating medical explanations for certain drug test results):

Answer: _____

*****MRO*****

10. EAP Provider (provide all contact information):

Answer: _____

*****EAP*****

11. Do you have any DOT-regulated covered employees?

Answer: _____

*****DOT Employees*****

If **yes**, which DOT Agency?

Answer: _____

12. Name of the Entity's Safety-Sensitive Evaluator:

(Person designated by the DER to perform an evaluation of employee job duties & responsibilities for all Entity employees to determine which classifications are to be designated as safety-sensitive in accordance with the Policy Statement definition. These designations will appear on the [Determination of Safety-Sensitive Positions] form in the Forms Toolkit & in the Policy Statement given to all employees.):

Answer: _____

*****Safety-Sensitive Evaluator*****

13. List of Safety-Sensitive Positions:

(Those employees who discharge duties fraught with risks of injury to others that even a momentary lapse of attention can have disastrous consequences. Factors which have been considered in determining whether a position is safety-sensitive include handling of potentially dangerous machinery, mostly unsupervised responsibility for children, & handling of hazardous substances in an environment where others could be injured. Positions which have been found to be safety-sensitive include firefighters, emergency medical technicians, law enforcement officials who carry firearms, fire & police dispatchers, 911 operators, heavy machinery operators, bus drivers, some (but not all) transportation workers, pipeline operators, gas meter repairmen, jail officers, & airline industry personnel. Some employees which come under federal laws and regulations, such as those under the Department of Transportation regulations, natural gas pipeline industry, & aviation, are determined to be safety-sensitive by those regulations & should appear in your list. Unless an employee comes under drug-testing regulations of some federal agency, each position, job classification or department, must be evaluated to determine whether the employee is safety-sensitive.):

Answer: _____

*****Job Classifications*****

16. When do you plan to implement the program (date)?

Answer: _____ *****Effective Date*****

17. Worksheet Submitted By

Answer: _____ *****Contact Info*****

Email address: _____

Phone: _____

Save This Completed Worksheet

Return completed worksheet file to AnnV@WolfeInc.com