

To:

Employee / Applicant/ Name (Print)

Position Title

Agency

It is the policy of the District government to provide a drug free workplace and for all employees to abide by this policy. In accordance with Chapter 4 of the D.C. personnel regulations, *Suitability*, this notice informs you that you have been appointed to, or currently occupy as an appointee or employee, a protection sensitive position that makes you subject to drug and alcohol testing. Protection-sensitive positions are positions with duties or responsibilities that involve caring for patients or other vulnerable persons. **Protection sensitive positions are subject to the following drug and alcohol tests: (1) pre-employment, (2) reasonable suspicion, (3) post-accident or incident, and (4) return-to-duty drug and follow-up. The position listed above is designated as protection-sensitive.**

As an appointee or employee in a protection-sensitive position at a District government agency, you are hereby informed that this position is subject to drug and alcohol testing. You must pass a pre-employment drug test upon appointment and before assuming protection sensitive duties. In general, testing for drugs shall be conducted by urine sample from the individual being tested. Testing for alcohol use shall be conducted utilizing an evidentiary breath-testing device or EBT, commonly referred to as a "breathalyzer."

An employee in a protection sensitive position who tests positive for drugs or alcohol may be deemed unsuitable for their protection sensitive position. If an employee is deemed unsuitable, at the discretion of the employing agency, the employing agency may move the employee to a non-covered position for which he or she is qualified and otherwise suitable or take appropriate administrative action, up to and including termination, pursuant to the appropriate adverse action procedures, such as specified in Chapter 16 of the D.C. personnel regulations or any applicable collective bargaining agreement. Whenever a protection sensitive employee is deemed unsuitable, the facts supporting that determination may be used to initiate an administrative action under Chapter 16 of the D.C. personnel regulations. If an appointee has a positive drug or alcohol test, fails or otherwise refuses to submit to a required drug or alcohol test, or fails or otherwise refuses to follow instructions given during a required drug or alcohol test, any conditional offer of employment will be rescinded, and no final offer of employment will be made. Each personnel authority is required to provide you with notice and information on the requirements for drug and alcohol testing. This constitutes the required notice and provides you with general information about the requirements for drug and alcohol testing. You are required to acknowledge receipt of this document by signing your name at the bottom of this document.

ACKNOWLEDGEMENT OF RECEIPT

I have read the ***Individual Notification of Drug and Alcohol Testing Requirements*** form and, by signing my name below, I acknowledge that I currently occupy a protection-sensitive position that is subject to drug and alcohol testing and that I have been notified and provided general information about the requirements for drug and alcohol testing. I acknowledge that should I test positive for drugs and alcohol during any of the above-mentioned drug and alcohol tests, I will be subject to removal from my protection-sensitive position and administrative action, up to and including termination of my employment.

Employee/Appointee Name (Print)

Employee / Appointee (Signature)

Date Acknowledged

Serving Official Name (Print)

Serving Official (Signature)

Date Served