

Jefferson Parish



Substance Use Policy Manual

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Department of Human Resource Management

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SUBSTANCE USE POLICY

I. POLICY STATEMENT

The Parish of Jefferson is committed to maintaining the highest employee job readiness standards to ensure for a substance- free, safe, healthful, and productive work environment for all its employees.

The Parish recognizes that alcohol and drug abuse are major social problems that produce negative consequences at home and at each employee's place of work. Both the Parish and its employees have a mutual right to a healthy, productive, and safe workplace. Jefferson Parish will continue to protect Parish employees and the public from the direct and indirect negative consequences and threats to safety, productivity, and security posed by the real and potential effects of both on-premises and off-premises alcohol and drug abuse.

It is Jefferson Parish's policy that:

An employee is not permitted to arrive on Parish premises, report to work, or perform his or her job duties with any detectable quantity of a prohibited and/or controlled substance in the employee's system. An employee is not permitted to use, possess, bring onto Parish premises, receive, transfer, store, conceal, transport, promote, sell, or distribute prohibited and/or controlled substances or drug-related paraphernalia on Parish premises, including while engaging in Parish business off premises.

An employee is not permitted to arrive on Parish premises, report to work, or perform his/her job duties while having an alcohol level of .02 grams or more per 100 milliliters of blood, or per 210 liters of breath, or when the consumption of any alcohol has impaired or is likely to impair the safe and efficient performance of the employee's job duties. An employee is not permitted to use, possess, distribute, or receive alcohol on Parish premises, including while engaging in Parish business off premises.

An employee in a Safety or Security Sensitive position is not permitted to report to duty: (i) with any detectable quantity of a Prohibited Substance in the employee's system; or (ii) while taking any prescription medication that may adversely affect the employee's safe, productive, or efficient work performance unless and until the proper authorizations have been obtained.

An employee in a Safety or Security Sensitive position is not permitted to report to duty with any over-the-counter medication that may adversely affect the employee's safe, productive, or efficient work performance, unless and until the proper authorizations have been obtained.

Any employee who violates the Parish's policy on drug and alcohol abuse will be subject to disciplinary action up to and including dismissal.

The Parish intends to rigorously implement and enforce this policy through voluntary compliance and with substance screening methods to assure that no employee reports to work with any prohibited and/or controlled substances in their system.

Parish employees who abuse alcohol, prescription medication, or use prohibited and/or controlled substances must themselves be primarily responsible for changing their behavior and, if necessary, begin the process of rehabilitating themselves.

The Parish supports legitimate treatment/rehabilitation efforts.

No termination action will be taken against an employee who conscientiously seeks voluntary assistance for a substance use problem when such voluntary assistance is independently sought prior to the employee becoming subject to testing and is unrelated to disciplinary action due to consequences of substance abuse, violations of this policy, failure of a drug or alcohol test, refusal to participate in the testing process, submission of an adulterated specimen, or failure to provide an adequate specimen, or a violation of a Conditional Agreement.

Employees must, as a condition of employment, abide by this policy.

II. SCOPE

- A. This policy applies to all Parish classified and un-classified employees. Compliance with this policy will be required as a condition of employment or continued employment. In addition to being covered by the Jefferson Parish Substance Use Policy, some employees are also covered by the U.S. Department of Transportation Alcohol and Drug Testing Procedures. All employees of Jefferson Parish are covered by the Jefferson Parish Personnel Rules which contain drug testing provisions that incorporate SAMHSA (Substance Abuse and Mental Health Services Administration) guidelines.
- B. This policy includes persons employed by the East Bank Consolidated Special Service Fire Protection District.
- C. This policy will apply to any and all new agencies or departments that are created or come under Jefferson Parish Government that may be governed by an advisory board or other such administrative authority as approved for by the Parish Council.
- D. Pre-employees, probationary employees, temporary or contract status employees, or regular employees for the purpose of this policy shall not be deemed as “individuals with disabilities” when any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents him or her from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.
- E. This policy along with the Jefferson Parish Personnel Rule VI, Section 10 and East Bank Consolidated Special Service Fire Protection District Rule VII- A shall govern in matters of employee or prospective employee substance testing. No modifications of this policy shall be valid without approval from the Parish President.

III. RULES OF CONDUCT REGARDING USE OF PROHIBITED and/or CONTROLLED SUBSTANCES

A. *Purpose*

- 1. The purpose of these rules is to further detail the Parish’s policy for conduct related to use, abuse, presence in the body, possession, reporting for work under the influence, performing

one's job duties under the influence, bringing onto Parish premises, transfer, storage, concealment, transportation, promotion, sale and distribution of drugs and alcohol or drug-related paraphernalia by prospective, probationary, and regular employees. In addition, these guidelines outline the Parish standards for pre-employment and post-employment alcohol and prohibited and/or controlled substances tests to encourage participation in rehabilitation where appropriate and to authorize administrative inspections and other activities designed to effect this policy.

2. For the purpose of this policy, the term "Parish premises" includes all Parish property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and equipment, whether owned, leased, or used. This policy includes all customer properties, areas under the Parish's control, and any other work locations during working time or outside normal working hours while during the course and scope of Parish employment or on Parish business.

B. Rules of Conduct Regarding Alcohol Use

1. For the purpose of this policy, the term "alcohol" refers to the intoxicating drug in fermented or distilled liquors, beverages, medicines, or any other substances containing alcohol.
2. An employee is not permitted to:
 - a. Use, possess, or distribute alcohol on Parish premises, including while engaging in Parish business on and off premises.
 - b. While operating a Parish vehicle
 - c. Report to work, or perform his/her job duties while having a blood alcohol level of .02 grams or more per 100 milliliters of blood, or per 210 liters of breath.
3. The Parish may have a licensed physician or a breath alcohol technician determine the presence of alcohol in an employee's system while on duty.
4. Any employee who violates the Parish's policy on alcohol will be subject to disciplinary action up to and including dismissal.
5. Refusal to participate in the alcohol screening procedure, or failure to undergo the screening procedure at the time and place designated for testing, or tampering with or attempting to adulterate the sample or failure to provide an adequate specimen in the allotted time shall be considered *to be presumptive* evidence of the individual's inability to pass the alcohol screening procedure and shall be considered to have failed the test.

C. Rules of Conduct Regarding Prohibited and/or Controlled Substances Use

1. For the purposes of this policy the term "drug" means a substance:
 - a. Defined as a controlled substance;
 - b. Recognized as a pharmaceutical in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, official Formulary, or in any supplement to any of them;
 - c. Intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals;
 - d. Other than food or beverage, intended to affect the structure or any function of the body of humans or animals; or
 - e. Intended for use as a component of anything listed above in this definition.

This definition includes Controlled Substances, legally prescribed substances, and over-the-counter substances.

2. The term "Controlled Substance" means:

- a. Those substances whose production, dissemination, or use is controlled by regulation or statute listed below, and as these provisions may be amended from time to time:
 - i. Any chemical or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. 811 to 812;
 - ii. Any controlled substance as defined in the Federal Drug Abuse Prevention and Control Law or the Federal Drug Enforcement Administration's Schedule of Controlled Substances;
 - iii. Any controlled substance analogue as defined in the Federal Drug Abuse Prevention and Control Law or the Federal Drug Enforcement Administration's Schedule of Controlled Substances;
 - iv. Any controlled dangerous substance as defined in the Louisiana Uniform Controlled Dangerous Substances Law; and
 - b. Narcotics, depressants, stimulants, hallucinogens, and cannabis; this list is a non-exclusive illustrative example of the types of substances classified as controlled substances. Also, legal drugs which are distributed or intended to be used illegally may be considered controlled substances.
3. The term "Prohibited Substances" means:
- a. Alcohol;
 - b. Marijuana, cocaine, opiates, amphetamines, or phencyclidine;
 - c. Any Drugs or pharmaceuticals which cannot be legally obtained;
 - d. Any Drugs or pharmaceuticals which have not been legally obtained;
 - e. Any Drug or pharmaceutical which is legally obtained but is used or consumed for a purpose or in a manner other than that for which it is prescribed or intended or is used or consumed by a person other than the person for whom it has been prescribed.
4. The term "Medication" means:
 Any drug or pharmaceutical that the employee has legally obtained, either over the counter or by a valid prescription or order, from a practitioner as provided in the Louisiana Uniform Controlled Dangerous Substances Law, and that is used or consumed by the person to whom it is legally prescribed in a manner consistent with such prescription or order and in accordance with the recommended dosage.
- a. "Approved Medication" means those drugs or pharmaceuticals identified by the Department of Human Resource Management and/or included in the Jefferson Parish Substance Use Policy as amended from time to time, that do not have the potential to adversely affect the safe and efficient performance of the employees' duties while working or reporting to work see Appendix 3
 - b. "Qualified Medication" means a drug or pharmaceutical:
 - i. Identified by the Department of Human Resource Management and/or included in the Jefferson Parish Substance Use Policy, which has the potential of affecting the employee's ability to safely or efficiently perform his or her job duties; and
 - ii. That requires medical authorization before the employee can report to duty in accordance with the procedures set forth in the Jefferson Parish Substance Use Policy and Subsection 10.4 of Jefferson Parish Personnel Rule VI and East Bank Consolidated Special Service Fire Protection District Rule VII, Section 1.4.

- c. The term “drug-related paraphernalia,” for the purpose of this policy, refers to any unauthorized material or equipment or item used or designed for use in testing, packaging, storing, injecting, ingesting, smoking, inhaling, or otherwise introducing a drug into the human body.
- 5. An employee is not permitted to use, possess, bring onto Parish premises, transfer, store, conceal, receive, transport, promote, sell, or distribute controlled substances and/or prohibited substances or drug-related paraphernalia on Parish premises, including while engaging in Parish business off premises.
- 6. An employee is not permitted to arrive on Parish premises, report to work, or perform his/her job duties with a prohibited substance in the employee’s system.
- 7. Any employee in a non-safety sensitive position who has been informed or is aware that his or her prescribed medication or over-the-counter medication could cause adverse side effects while working, or could adversely affect the employee’s ability to safely or efficiently perform the employee’s job, or where the medication’s label indicates such a warning, must be responsible for deciding whether or not to use such medications while working or to take appropriate leave until such time as they or their physician feels that they can perform their job in a safe and productive manner.
- 8. The Parish may have a licensed physician determine if a prohibited and/or controlled substance or medication is present in an employee’s system while on duty.
- 9. An employee who violates the Parish’s policy on prohibited and/or controlled substances will be subject to disciplinary action up to and including discharge.
- 10. Refusal to participate in the substance abuse screening procedure, or failure to undergo the screening procedure at the time and place designated for testing, or tampering with or attempting to adulterate the sample, or failing to provide an adequate specimen in the allotted time (unsupported by a valid medical reason and in accordance with SAMHSA Guidelines) shall be considered to have failed the test.

D. *Safety Sensitive and Security Sensitive Position Rules*

- 1. In addition to the above cited rules, any employee in a specified safety sensitive or security sensitive position is subject to the following guidelines:
 “Safety or Security Sensitive Position” means a position of employment characterized by critical safety and/or security responsibilities and duties of such a nature that failure to properly perform those responsibilities and duties could compromise Parish, State, or national security and/or endanger the health or safety of the employee, other employees or the public. When identifying Safety or Security Sensitive Positions, the Parish shall examine the nature of the equipment, the nature of the material, and the work of the employee and consider the impact of these factors on the safety of the employee, others, and property as well as the security of the Parish, State and nation, the public, and confidential/security- protected data and records.

Expanded drug testing: Safety Sensitive employees will also be subject to an expanded drug testing panel. The expanded panel testing procedures will follow SAMHSA Guidelines where applicable and shall be in accordance with those generally accepted and recognized standards as set forth by SAMHSA-certified or CAP-FUDDT-certified laboratories. A list of the drugs that are included in the expanded panel and the cut-off levels for each will be Appendix 6 to this policy.

Medications—Employees in safety sensitive positions must obtain the required authorizations from their personal physician and/or the Parish Physician prior to reporting to work while taking any prescription or over-the-counter medication while on duty according to the following guidelines:

2. Prescription Medications: An employee in a Safety or Security Sensitive Position is not permitted to report to duty:
 - (i) with any detectable quantity of a Prohibited Substance in the employee's system; or
 - (ii) while taking any prescription medication that may adversely affect the employee's safe, productive, or efficient work performance unless and until all of the following conditions have been met:
 - a. The employee's physician must complete a Parish form certifying that the employee can satisfactorily perform his job duties while taking a prescription medication ("Employee Physician Certification" see Appendix 1). The employee shall provide the completed Employee Physician Certification to the Parish Designated Physician;
 - b. The Parish Designated Physician shall review the Employee Physician Certification and shall concur by written authorization ("Prescription Medication Authorization" see Appendix 5) that the employee may report to duty while taking a prescription medication. The Parish Designated Physician shall provide the Prescription Medication Authorization to the Department of Human Resources and the Appointing Authority before the employee is allowed to report to duty;
 - c. When an employee is authorized to report to duty and to work while taking a prescription medication, the employee shall be authorized to consume such medication only as prescribed on the prescription label instructions;
 - d. The Parish may require any employee to provide the original prescription container with the employee's name, physician's name, and prescription number permanently affixed on the container label or any other evidence of the prescription medication as required.
3. Over the Counter Medications:

An employee in a Safety Sensitive Position is not permitted to report to duty while taking any over-the-counter medication that may adversely affect the employee's safe, productive, or efficient work performance, unless and until all of the following conditions have been met.

 - a. The Parish Designated Physician shall certify that the employee can safely and satisfactorily perform his job duties while taking an over-the-counter medication ("Parish Physician Certification" See Appendix 4);
 - b. The Parish Designated Physician, upon certification that the employee may report to duty while taking an over-the-counter medication, shall provide written authorization ("OTC Medication Authorization" See Appendix 4) to the Department of Human Resources and the Appointing Authority before the employee is allowed to report to duty;
 - c. When an employee is authorized to report to duty and to work while taking an over the counter medication, the employee is authorized to consume such medication only as directed on the label or medication instructions or as directed by the employee's physician (the Parish may require written evidence of such directions from the employee's physician).

4. An employee in a Safety or Security Sensitive Position is prohibited from reporting to duty while under the influence of a prescription or over-the-counter medication unless the employee complies with the procedural requirements set forth in III D, 1-3 of this policy notwithstanding that the medication is being taken or used in a manner consistent with a valid prescription or in accordance with the recommended dosage.
5. If an employee in a Safety or Security Sensitive Position reports to duty with any detectable quantity of a Prohibited Substance in the employee's system, for which he has a valid prescription or under the influence of any prescription medication or over-the-counter medication that may adversely affect the employee's safe, productive, or efficient work performance, and fails to obtain the proper medical authorization from the Parish's Designated Physician, as specified in III D of this policy, he shall be subject to disciplinary action, up to and including termination. However, any safety or security sensitive employee who reports to work with a detectable quantity of a prohibited substance for which he does not have a valid prescription shall be terminated. Any employee who is disciplined under III D of this policy may file a written appeal to the Personnel Board in accordance with the standard appeal rules of the Personnel and/or Fire District.
6. Federal Department of Transportation regulations specify that persons with CDL licenses that operate vehicles weighing 26,001 lbs. or more are subject to the federal drug and alcohol testing regulations.

IV. DRUG TESTING PROCEDURE

A. In order to ensure a drug- and alcohol-free workplace, the Parish shall require urine specimens and may require a breath sample from all prospective employees, in order to test for the presence of Prohibited Substances. The Parish shall also require urine specimens and/or breath samples from current employees under those conditions as set forth in this Section in order to test for the presence of Prohibited Substances.

B. Prospective Employees

1. Prior to any selected applicant (pre-employee) being appointed to a position in Parish Government, he or she must, as a condition of employment, submit to and pass a physical examination. A component of this pre-employment physical examination procedure will be a drug test.
2. The Parish will conduct pre-employment drug testing in order to ensure that "job-ready" candidates are selected and appointed.
3. The Parish will post general notices to all job applicants that "appointment to Parish services may result only after selected applicant (s) have submitted and successfully passed a drug test.
4. During the pre-employment physical/drug testing process, all pre-employees will be advised of the opportunity to submit medical documentation that may support a legitimate use of a specific drug.
5. Any individual who does not undergo the pre-employment drug screening procedure at the prescribed time and place designated for testing, shall be considered as having failed the pre-employment physical and will not be hired.

C. Newly Appointed Probationary and Regular Permanent Status Employees

The Parish will administer to newly appointed probationary and regular permanent status employees tests for the presence of prohibited and/or controlled substances, or the improper use of other drugs including alcohol under the following conditions:

1. As a condition of continued employment, the Parish shall require a urine specimen and/or a breath sample from an employee and shall test for the presence of Prohibited Substances: If during the course and scope of his employment the employee is involved in one of the following:
 - a. Accident; "Accident" means an unforeseen and unplanned event, incident or circumstance resulting in bodily injury that requires the attention of a physician, or property damage at or above twenty-five dollars (\$25), when the employee's action or inaction may have caused or contributed to the cause of the accident.
 - b. Under other circumstances which result in reasonable suspicion that Prohibited Substances are being used; or,
 - c. As part of a monitoring program to assure compliance with the terms of a conditional Employment Agreement.
 - d. The Parish shall implement a program of random drug and alcohol testing of employees who occupy Safety or Security Sensitive Positions. Each appointing authority having personnel under their supervision who are the subject of accident testing shall be responsible for the transportation of personnel to and from the collection and/or testing site immediately or within a reasonable period of time after the accident, injury, or incident occurs.
2. Employees occupying a designated safety-sensitive or security-sensitive position will also be subject to the provisions of Section III D 1 of this policy.
3. In addition to being subject to provisions of this policy, certain employees may be required to be tested in accordance with federal mandated drug testing programs.

D. Conditional Employment Status

The Parish will administer to regular employees on "Conditional Employment" status tests for the presence of prohibited and/or controlled substances or the use of other drugs including alcohol.

1. "Conditional Employment Agreement" means a written, binding agreement entered into between the Parish and an employee as a condition of continued employment with Jefferson Parish under one (1) or more of the following circumstances:
 - (a) Upon re-employment with the Parish following a two(2) year absence for violations from this Section, the Jefferson Parish Substance Use Policy, or Federal DOT Regulations;
 - (b) Self-referral to a substance abuse program, or self-identification of a substance abuse problem by an employee who has never tested positive for Prohibited Substances while employed with the Parish but acknowledges a drug/alcohol problem;
 - (c) An employee's return to temporary duty pending the legal resolution or outcome of an arrest for the violation of any criminal drug or alcohol laws that occurs outside of the scope of the employee's Parish employment or workplace.
2. Tests will be administered as part of a monitoring program to assure compliance with the terms of the conditional employment agreement.
3. Employees who have entered into a Conditional Employment Agreement will also be subject to the same testing conditions as set forth for regular employees (Section IV C).

E. Obtaining Specimens for Drug and Alcohol Screenings

Strict procedures governing specimen collections and the chain of custody of specimens collected for alcohol and drug testing will be adhered to pursuant to LSA-R.S. 49:1001 et. seg. of the Louisiana Revised Statutes of 1950, SAMSHA guidelines, and 49 CFR Part 40.

1. A Parish notification-release form must be signed by each employee when a drug or alcohol test is required.
2. When a drug test is required, the collection contractor will be responsible for the collection, identity of specimens, security, temporary storage, and shipping or transportation of urine specimens or other screening samples to a certified drug testing laboratory.

Split samples will be collected for all employees except non-DOT applicants.

The alcohol test will be conducted by a Breath Alcohol Technician (BAT) using an evidential breath testing device (EBT).

3. Anyone who refuses to participate in specimen-taking at the prescribed time and place, attempts to contaminate, adulterate, or falsify a specimen, fails to provide an adequate specimen in the allotted time (unsupported by a valid medical explanation, and in accordance with SAMHSA Guidelines), or makes any other effort to interfere with a test procedure conducted pursuant to these policies shall be considered to have failed the test. Such failure will be grounds for refusal of original employment with Jefferson Parish.

F. Confidentiality

1. Privacy/Confidentiality: All information, interviews, reports, statements, memoranda, or test results received by Jefferson Parish through a drug testing program is considered confidential communication.
2. Drug test results may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding unless drug use by the tested employee is relevant.
3. Drug test results may not be given for any employment references except as authorized by DOT with a signed release
4. All Parish employees are restricted from discussing or communicating confidential drug test information and unannounced/random testing occasions with any other employee or person unless it is within the scope of their administrative duties. A breach of this confidentiality will result in disciplinary action being taken.
5. Any employee confirmed positive, shall have, upon his/her written request, the right of access within seven (7) working days to records relating to his/her drug test and any records relating to the results of any relevant certification, review, or suspension/revocation of certification proceedings.

G. Split Samples

1. Any prospective employee covered by DOT or current employee confirmed positive may have the split specimen tested at another SAMHSA certified lab by making a request to the Medical Review Officer within 72 hours of being notified of the positive test result. The cost of having the split specimen tested is the responsibility of the employee.

V. CORRECTIVE ACTION

- A. Any of the following shall result in dismissal under Rule X of the Jefferson Parish Personnel Rules:
- (i) confirmed positive result from a urinalysis for Drugs;
 - (ii) a post-accident, random, or reasonable suspicion alcohol test result indicating an alcohol level of .04 grams or more per 100 milliliters of blood, or per 210 liters of breath;
 - (iii) the refusal to participate in the Drug and Alcohol Testing Program;
 - (iv) submission of an Adulterated Specimen;
 - (v) failure to provide an adequate Specimen in the allotted time (unsupported by a valid medical explanation, and in accordance with SAMHSA

Guidelines); (vi) violation of a Conditional Employment Agreement; or(vii) violation of applicable Federal DOT Regulations, The Appointing Authority, upon notification of any of (i) through (vii) above shall dismiss the employee.

B. Medical Review Officer

1. All results of drug testing shall be reported directly from the laboratory to a qualified Medical Review Officer.
2. Confirmed positives on pre-employment drug testing will be reviewed by a qualified Medical Review Officer.
3. The Medical Review Officer shall review all confirmed positive drug testing results of employees and report such results to Human Resource Management in compliance with SAMHSA guidelines.

C. Prospective Employees

1. Any prospective employee who tests positive in an initial pre-employment drug test must have the initial original positive test result confirmed.
2. The Personnel Director shall be notified of all negative test results, confirmed positive test results, refusals or failures to participate in a scheduled drug test, and submissions of adulterated specimens by prospective employees. Test results and submissions of adulterated specimens shall be reported via a copy of the Medical Review Officer's report.
3. Any prospective employee found to have submitted an adulterated specimen as verified by the Medical Review Officer shall be considered as having failed the drug test and will not be hired.
4. Upon receipt of a notice of verified positive test result or submission of an adulterated specimen, the Personnel Director shall cause the name of the subject eligible to be removed from all current certifications and from all employment lists and the subject eligible shall not be hired.
5. An eligible who refuses or fails to participate in the pre-employment drug testing procedure at the prescribed time and place shall be removed from all current certifications and from all employment lists, if satisfactory evidence of inability to participate is not furnished in justification of such refusal or failure. A prospective employee who refuses or fails to participate in a rescheduled test shall be removed from all current certifications and employment lists and shall not be hired.

D. The Appointing Authority

The Appointing Authority of the employee's department will initiate the following corrective administrative and/or corrective disciplinary action in response to a written notification from Human Resource Management that a confirmed positive drug test result has been established and verified by the Medical Review Officer.

1. Newly Hired Probationary Status Employees
 - a. If the drug test result is a verified confirmed positive, the appointing authority will conduct a pre-disciplinary hearing and no less severe or alternative disciplinary actions or alternative rehabilitation actions will be allowed other than termination for newly hired probationary status employees who violate this policy and/or have a confirmed positive test results.
2. Regular, Permanent Status, or Conditional Agreement Status Employees
 - a. If the test result is a verified, confirmed positive, the appointing authority shall conduct a pre-disciplinary hearing.

- b. If the employee is terminated he/she shall be notified in writing from the Appointing Authority that they were terminated due to a violation of the Parish Substance Use Policy. The written notification shall contain a statement of their right to appeal. Additionally, if the employee to be terminated is a “conditional status employee,” they shall be notified in writing that they violated their Conditional Employment Agreement.

VI. ADMINISTRATIVE INSPECTIONS

The Parish may initiate and conduct immediate administrative inspections within the Parish facilities, equipment, employee assigned storage lockers, and within employee property such as vehicles, lunch boxes, briefcases, sacks or purses while on Parish property where reasonable suspicion exists that such an administrative inspection will (produce) evidence that an employee has violated the Parish’s Substance Use Policy.

Administrative inspections based upon reasonable suspicion are considered minimal intrusions when balanced against the Parish’s mandate to maintain a drug-free, safe, efficient, and proper operation of its workplace.

1. All employees are expected to cooperate in the conducting of such inspections.
2. If deemed appropriate and necessary, and if probable cause exists, a personal inspection of an employee may be conducted. Such an inspection will be conducted by law enforcement personnel of the same gender of the employee. Any employee that is to be personally inspected shall remain at a designated work site until the inspection has been completed.
3. Any refusal to cooperate in an inspection as described, or any effort to disrupt an inspection procedure conducted pursuant to this Policy will be grounds for disciplinary action up to and including discharge.

VII. REPORTING

- A. If any prohibited and/or controlled substance or any substance believed to be a prohibited and/or controlled substance is found on Parish property, an immediate report will be made to the Security Department, which will, in appropriate circumstances, coordinate notification to law enforcement agencies.

The prohibited and/or controlled substance should be confiscated and safeguarded pending receipt of instructions from the Security Department.

- B. ***Employee Responsibility for reporting convictions***- A report of any drug/substance conviction (including DWI) must be made to the employee’s Director within five (5) days after the conviction.
- C. If an employee is required to have a CDL license and the license is taken away because of an arrest or conviction for DWI, the employee must report the loss of the license to their appointing authority immediately.
- D. Any employee of the Parish shall report confidentially to the Substance Use Program Manager, Appointing Authority, or his immediate supervisor when he/she has reasonable suspicion based on direct knowledge/observation that another employee is involved in the following activities:
 1. The manufacture, possession, or use of a dangerous or prohibited and/or controlled substance.
 2. Abusing the legal use of prescription drugs.

3. Using, abusing, or in possession of alcohol.

VII. ADMINISTRATION

- A. Human Resource Management will be responsible for the implementation and administration of this policy.
- B. This policy will be amended by the Parish as necessary to meet the requirements of Federal, State, Parish, or city laws.
- C. This policy shall comply with Personnel Rule VI Section 10 and East Bank Consolidated Special Service Fire Protection District Rule VII-A
- D. This policy will be administered equally to all persons irrespective of race, religion, gender, nationality, color, politics, age, or disability.

Appendix 1
Jefferson Parish Medical Authorization Form
MEDICATION QUESTIONNAIRE

Re: _____ S.S. Number and/or Employee ID # _____ Date: _____

Dear Doctor:

The above employee is being evaluated to determine whether he/she meets the medical standards necessary to perform a safety sensitive job for Jefferson Parish. We have 2 groups of employees who are safety sensitive. Group I includes drivers that need a CDL mandated by the Federal Department of Transportation Regulations. Group II includes all other employees that drive smaller vehicles and/or operate equipment or machinery or employees that work in Juvenile Justice or Fire Protection or Fleet Management and are covered by the Jefferson Parish Personnel Rules and Substance Abuse Policy.

All of our safety sensitive employees are required to get prior authorization from their personal physicians before using prescription medication at work.

This is especially relevant in the commercial driver who is held to a higher standard because they may operate larger vehicles, passenger-carrying vehicles, or vehicles carrying hazardous materials. The commercial driver also is on the road more hours each day, exposing the public to a greater risk if the driver becomes impaired. Whenever possible, medications should be utilized that do not have potential impairing side effects. It is important not only to review the medication and its side effects, but also the status of the underlying disease process.

Group I Safety Sensitive Employees

The Federal Regulations that address the use of medications which may impair the safe operation of a commercial motor vehicle state:

A person is physically qualified to drive a commercial motor vehicle if that person:

- (i) Does not use a controlled substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or any other habit-forming drug.
- (ii) Exception. A driver or safety sensitive employee may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:
 - (A) Is familiar with the driver's and/or safety sensitive employee's medical history and assigned duties; and
 - (B) Has advised the driver and/or safety sensitive employee that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and
 - (C) Has no current clinical diagnosis of alcoholism.

Group II Safety Sensitive Employees

All safety sensitive employees must have the perceptual skills to monitor a sometimes complex driving situation, and the judgment skills to make quick decisions. There is increasing recognition that both prescription and nonprescription medications can impair the performance of tasks requiring concentration, such as driving or operating equipment or machinery or making decisions about the safety and welfare of other employees or the public. Certain classes of medications, including benzodiazepines, anxiolytics, narcotics, and some nonnarcotic

Jefferson Parish Substance Use Policy
Medical Authorization Form/Employee Physician Certification

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analgesics, sedating antihistamines, and sedatives, can impair performance on tasks such as driving or operating equipment and/or machinery to as great a degree as alcohol. Similar to alcohol, the individual using these medications may not be aware that they are impaired and therefore may not be able to adequately assess their ability to perform safely. It is important to consider potential side effects such as sedation or dizziness especially when the medication carries a precaution such as “not to drive or operate machinery”. This precaution is found with both prescription and over-the-counter medications.

Additional information to consider when considering prescribing prescription medication to safety sensitive employees:

The Federal Highway Administration has sponsored several conferences to address medical conditions and commercial driving. In the conference on Psychiatric Disorders and the Commercial Driver, participants recommended that:

- Individuals requiring anxiolytic medications should be precluded from commercial driving. This recommendation would not apply to patients treated effectively with nonsedating anxiolytics such as buspirone.
- Individuals requiring hypnotics should only use drugs with half-lives of less than 5 hours for less than 2 weeks under medical supervision and only at the lowest effective dose.
- Some antidepressants do produce impairment that can be mitigated over time but not completely removed with chronic use. Individuals on antidepressants that may interfere with performance should not be allowed to drive commercial vehicles. Amitriptyline was specifically mentioned as an antidepressant to be avoided due to its sedating effects.
- Given strong evidence of impaired psychomotor performance associated with the use of all antipsychotic drugs, drivers should only be qualified after the effects of the illness and the neuroleptic have been reviewed by a psychiatrist familiar with the regulations and safety risks associated with medications and commercial driving.
- Lithium, in a stable, chronic dose and plasma level, is permissible for regularly monitored asymptomatic drivers.
- CNS stimulants, in therapeutic doses, impair driving by a variety of mechanisms. A person using these drugs should not be medically qualified to drive commercially. Legitimate medical use (ADHD, for example) with no demonstrable impairment or dosage escalation tendency, may receive an exemption after expert review.

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Medication Authorization Form/Employee Physician Certification

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Employee Physician Certification

Provide the following information:

Employee/Patient Name: _____ *Employee ID# and/or SS#:* _____

Employee Date of Birth: _____ *Department:* _____

1. How long have you been treating this patient?

2. Please list medications, dosage, and duration of treatment at the current dose.

3. Have there been any side effects such as sedation or decreased concentration?

Yes No

If so, please explain _____

4. Will use of this (these) medication(s) likely interfere with safe operation of a commercial motor vehicle?

Yes No

If so, please explain and discuss whether alternate medications have been considered:

5. Is the condition(s) that the patient is being treated for with these medications likely to affect his ability to perform his job in a safe manner? _____

Are these conditions likely to interfere with the safe operation of a commercial motor vehicle and/or other vehicles, equipment, or machinery? Yes No

6. Considering the complex mental requirements of operating a commercial motor vehicle (CMV) and/or performing other safety sensitive duties, and after reviewing the included federal regulations and conference report recommendation, do you believe your patient can safely operate a CMV or operate other vehicles, machinery or equipment, or otherwise perform his/her safety sensitive duties and responsibilities in a safe manner while taking the medications?

Yes No

Additional Comments: _____

Physician Information

Physician Name: _____ Signature: _____

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Employee Release of Communication
CONSENT TO RELEASE OF MEDICAL INFORMATION

I hereby authorize _____, M.D. to furnish medical information concerning _____ (employee name & id) to Dr. Brian Bourgeois and/or his designee @ West Jefferson Industrial Medicine Center, 107 Wall Blvd., Suite A, Gretna, Louisiana 70056. I also authorize communication between the above named doctors and my medical provider(s) via telephone/fax should there be any questions or concerns regarding my medical information. I understand that the information provided to Dr. Brian Bourgeois and/or Dr. Andrew Mayer will be only used to assist in determining that I can safely perform my daily job duties. This decision will be released to Jefferson Parish Official through Appendix 5 of the Jefferson Parish Substance Use Policy Manual.

I (Dr. Bourgeois) am required by law to maintain the privacy of your protected health information. This information included any identifiable information that related to your physical and/or mental health. All information provided by you or your medical provider will be kept in a separate file from your general medical file. This information will remain under locked security. The medical information received from your medical provider(s) will only be released in response to a court subpoena or administrative order as mandated by Federal, State or Local Law.

I have read and understand the above information.

Employee's Name (Print)	Employee's Signature/ Date	Employee's ID # and/or SS#	Employee's Phone #
Medical Provider's Name (Print)	Medical Provider's Signature	Date	

Please affix Prescription here



Disclaimer:

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Appendix 2

Over-the-Counter (OTC) Medicines

The more than 100,000 over-the-counter drugs that you can buy without a prescription all have one thing in common: they are all serious medicines that need to be taken with care. That's why it's important to learn to read and follow label instructions for use. If you have any questions about the OTC medication you are choosing, please speak with a pharmacist or your health care provider. Here are some simple ways to get the most from your OTC medicines:

1. ALWAYS START BY READING THE LABEL – ALL OF IT.

Reading the label will help you decide if you have selected the right product for your symptoms, understand the dosing instructions, and are aware of any warning that may apply to you.

2. LOOK FOR AN OTC MEDICINE THAT WILL TREAT ONLY THE SYMPTOMS YOU HAVE.

The formulations of OTC drugs are very specific and should not be mixed and matched.

3. KNOW WHAT TO AVOID WHILE TAKING AN OTC MEDICINE.

Like prescription medicines, some OTC drugs can cause side effects or reactions. Read the label to see what to avoid while you are taking an OTC drug. Be especially cautious with antihistamines, stimulants and liquids containing alcohol. Use the newest antihistamines as they are the least sedating.

4. WHEN IN DOUBT, ASK BEFORE YOU BUY OR USE AN OTC MEDICINE.

Many chain pharmacies have 24 hour pharmacists on duty.

5. TAKE THE MEDICINE EXACTLY AS STATED ON THE LABEL.

When it comes to OTC medicines, more is not better! Taking too much of a nonprescription medicine can be harmful. Only take the recommended amount and at the exact intervals stated on the label.

6. USE EXTRA CAUTION WHEN TAKING MORE THAN ONE OTC DRUG PRODUCT AT A TIME.

Many OTC medicines contain the same active ingredients, which mean you may be getting more than the recommended dose without even knowing it. Always compare active ingredients before taking more than one OTC medicine at the same time.

7. DON'T COMBINE PRESCRIPTION MEDICINES AND OTC DRUGS WITHOUT TALKING TO YOUR DOCTOR OR PHARMACIST.

Sometimes combining drugs can cause adverse reactions or one drug can interfere with the other drug's effectiveness. Always ask your doctor or pharmacist to play it safe.

8. MAKE SURE THAT EACH OF YOUR DOCTORS HAS A LIST OF ALL THE MEDICINES YOU ARE TAKING.

This includes not only prescription medicines but also any OTC drugs and dietary supplements that you may be taking.

9. DON'T USE OTC MEDICINES AFTER THEIR EXPIRATION DATE.

Dispose of all medicines promptly after their expiration date and be careful not to throw them away where children or pets may find them.

10. DO NOT USE ANY PRESCRIPTION OR OTC MEDICINE THAT CONTAINS ALCOHOL, WITHIN 8 HOURS OF START OF WORK SHIFT.

11. IF YOU TAKE AN OTC MEDICINE AND IT DOESN'T AGREE WITH YOU, YOU SHOULD NOT REPORT TO WORK.

For example, if after taking the OTC medicine you feel worse or are concerned that your judgment, mental functioning or motor skills are not at an acceptable level, you should not report to work.

12. IT IS BEST TO USE AN OTC MEDICINE THAT YOU HAVE USED IN THE PAST AND ARE FAMILIAR WITH THE AFFECT IT HAS ON YOU.

Ultimately, you are responsible for ensuring your safety and the safety of your co-workers and the public.

Disclaimer:

The choice of Over-The-Counter (OTC) medications shall be made by the employee. Guidance for OTC medications will be provided by the employee's health care provider and the Parish appointed MD(s). It is very important that employees read and follow directions as listed on the medication's label. If taking any prescription medication with OTC medicines these must be reported to the Parish appointed MD(s).

Neither the Parish, its executives, management nor designated physicians assume any responsibility for prescribed medications, their interactions, side effects or adverse reactions when these medications have been prescribed by an employee's health care provider.

Disclaimer

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Appendix 3-A

Jefferson Parish's
Approved List of

OVER-THE-COUNTER (OTC) MEDICINES

Safety Sensitive Employees DO NOT need authorization prior to taking these Over-The-Counter Medications.

- | | |
|------------------------------------|------------------------------|
| 1. Antacids and Acid Reducers | 8. Pain Relievers |
| 2. Antidiarrheal | 9. Vitamins and Minerals |
| 3. Antihistamines | 10. Dermatological/Anti-itch |
| 4. Cough Medicine | 11. Hemorrhoid/Rectal Creams |
| 5. Decongestant | 12. Anti-Fungal Agents |
| 6. Herbal Products and Supplements | 13. Eye drops/Treatments |
| 7. Laxatives | |

1. Antacids and Acid Reducers: OTC Relief for Heartburn and Acid Reflux:

- | | | | |
|---|--------------|------------------|--------------------|
| <i>1.1 Antacids:</i> | Gaviscon | Maalox | Phillips Chewables |
| | Tums | Roloids | |
| | Mylanta | Milk of Magnesia | |
| | Alka-Seltzer | Heartburn Relief | |
| <i>1.2 Bismuth Subsalicylate:</i> | Kaopectate | | |
| | Pepto-Bismol | | |
| <i>1.3 H2 Blockers:
(acid reducers)</i> | Tagamet | Pepcid | |
| | Zantac | | |
| <i>1.4 Proton Pump Inhibitors:</i> | Prilosec | Omeprazole | |
| | Prevacid | Zegend | |

2. Antidiarrheal medicines: OTC Relief for Diarrhea/Nausea and Vomiting:

- | | |
|-----------------------------------|------------|
| <i>2.1 Lopermaide:</i> | Imodium |
| <i>2.2 Bismuth Subsalicylate:</i> | Kaopectate |

3. Antihistamines: Use Second-Generation Antihistamines:

- | | | | |
|-----------------------|---------|------------|-----------|
| <i>3.1 Lortadine:</i> | Alavert | Claritin | Allegra-D |
| | Alegra | Claritin-D | Zyrtec |

4. Cough Medicine:

- | | | | |
|--------------------------|-------------|-------------|----------------------|
| <i>4.1 Expectorants:</i> | Mucinex | Mucinex-D | Mucinex Fast Max |
| | Robitussin | Mucinex D/M | Diabetic Tussinex DM |
| | Guiatuss DM | | Vick's Day Quill |

- | | | |
|---------------------------|-----------------------------|----------------------|
| <i>*4.2 Antitussives:</i> | Triaminic Cold & Cough | Vick's Nature Fusion |
| | Robitussin Maximum Strength | Delsym |
| | Vicks 44 Cough Relief | Chloraseptic |

- | | |
|---------------------|--------------------|
| <i>4.3 Lozenges</i> | Capacol Sensations |
| | Sucrets |

* Antitussives contain dextromethorphan. Read label carefully and use with caution. If product has not been used previously, begin using 24 hours prior to reporting to work.

5. Decongestants: OTC Relief for Congestion:

(see warnings and interactions on label)

- | | | | |
|-----------------------------|-------------------|-------------------|-------------------|
| <i>5.1 Pseudoephedrine:</i> | Contac Non-Drowsy | Sudafed | |
| <i>5.2 Phenylephrine:</i> | Sudafed PE | Alka Seltzer Cold | Afrin Nasal Spray |

Jefferson Parish Substance Use Policy

Over-the-Counter Medicines List

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6. Herbal Products and Supplements:

<i>6.1 Examples:</i>	Chondroitin Sulfate	Echinacea
	Garlic	Ginkgo Biloba
	Ginseng	Glucosamine
	Kava	Melatonin
	Phytoestrogens	Saw Palmetto
	St. John's Wort	

7. Laxatives: OTC Products for Constipation:

<i>7.1 Examples:</i>	Citrucel	Metamucil
	Phillip's MO	Dulcolax Stool Softener
	Ex-Lax	Milk of Magnesia
	Miralax	Senokot
	Senna	Colace
	Surfax	Fleet's Enema

8. Pain Relievers:

<i>8.1 Examples:</i>	Tylenol	Bayer	BC Products
	St. Joseph	Advil	Midol
	Mortin	Orudis KT	Pamprin
	Aleve	Asprin	
	Ibuprophen	Goody's,	

9. Vitamins and Minerals:

9.1 Vitamins: Must check label for dosage and side effects

B1 (thiamin)	B2 (riboflavin)
B3 (niacin)	B5 (pantothenic acid)
B6 (pyridoxine)	B12 (Cyanocobalamin)
C (ascorbic acid)	H (biotin)
Folic Acid (folate)	D (Calciferol)
E (tocopherol)	A (retinol)
K	

9.2 Minerals: Follow dosage carefully

Calcium	Iodine
Iron	Magnesium
Phosphours	Zinc

10. Dermatological/Anti-Itch:

<i>10.1 Antibacterial Agents:</i>	Bacitracin	Polysporin	Betasept	Triple Antibiotic
	Bactroban	Neosporin	Dermoplast	

10.2 Steroids Topical/Anti-itch: Hydrocortisone

11. Hemorrhoid/Rectal Creams:

<i>11.1 Anorectal:</i>	Anusol	Preparation H	Nupercainal
	Tucks	Tronolane	

12. Anti-Fungal Agents:

<i>12.1 Antifungal Agents:</i>	Lamasil	Micatin	Zeasorb AF
	Desenex	Nizoral	
	Fungal Care	Tinactin	
	Lortimin	T/Gel	

**Jefferson Parish Substance Use Policy
Over-the-Counter Medicines List**

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13. Eye Drops/Treatments

Visine	Saline	Naphcon A	Muro	Bausch &Lomb
Refresh	Alaway	Opcon A	Zyrtec	
	Clear Eyes	Genteal	Zaditor	

The above list of medicine is not all inclusive. Medications may be added to or removed from the list. We have used the most common brand names available, although generic versions are available (i.e. Tylenol vs. acetaminophen).

Disclaimer

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**Jefferson Parish Substance Use Policy
Over-the-Counter Medicines List**

Amended September 2009

Amended July 2013

Appendix 3-B
Approved List of
PRESCRIPTION MEDICINES

The following abbreviated list of prescription and over the counter medication is intended as a guide for you and your treating medical provider(s). The choice of medication(s) your medical provider chooses does NOT eliminate the risk of side effects, allergic reactions and/or adverse reactions.

Do NOT combine any drugs (prescription or OTC) and alcohol unless specifically directed to do so by your primary physician.

The following approved medication list consists of medications that need **not** be reported, however, be careful to read warning labels and ask your physician whether this drug(s) may impair your skill level and job performance. Make certain your physician knows any and all medications you may be presently taking. In addition your physician may choose not to allow you to work immediately after starting certain prescribed medications, as they may require initial monitoring (ie: Hypertensive, Diabetic and Cardiac Medications.)

APPROVED PRESCRIPTION
This list will be revised periodically.

Local Anesthesia

1. Xylocaine
2. Marcaine
3. Lidocaine

Cardiovascular

High Blood Pressure, Heart Medications, Cholesterol Medications

- | | |
|-----------------------|---|
| 1. Lotensin | 2. Vasotec |
| 3. Altace | 4. Benicar |
| 5. Micardis | 6. Lanoxin |
| 7. Lipitor | 8. Crestor |
| 9. Zocor | 10. Lopressor. Toprol XL |
| 11. Norvasc. Cardizem | 12. Nitroglycerin : Oral, Topical and Transdermal |
| 13. Plavix | |

Diuretics

1. Lasix
2. Hydrochlorothiazide

Dermatology

Acne Treatments

1. ALL Topical

Antifungal Agents

1. Nystatin
2. Nizoral

Antiparasitic Agents

1. Kwell
2. Elimite

Antiviral Agents

1. Zovirax

2. Denavir

Atopic & Psoriasis Treatments

1. Elidel
2. Protopic

Steroids Topical

1. Topicort
2. Fluocinolone
3. Triamcinolone

Other Dermatological Agents

1. Botox
2. Propecia

Endocrine & Metabolism

Antidiabetic Oral Agents

1. Byetta
2. Amaryl
3. Glucotrol
4. Glyburide
5. Metformin

Contraceptive Agents

1. ALL

Corticosteroids

1. ALL

Hormone Replacements

1. ALL

Gout Treatment

1. Allopurinol

Osteoporosis Treatment

1. ALL

Thyroid Disease Treatment

1. ALL

Gastrointestinal

Anorectal

1. Anusol HC
2. Anusol
3. Tucks

Antiemetics

1. Zofran

Antiulcer Agents

1. Nexium
2. Axid
3. Aciphex
4. Protomix

Genitourinary

Benign Prostatic Hyperplasia

1. Avodart

2. Flomax

Bladder Agents

1. Enablex
2. Pyridium
3. Vesicare

Erectile Dysfunction Agents

1. Viagra
2. Cialis
3. Levitra

Vaginal Agents

1. ALL

Hematology

1. Plavix

Infectious Disease

Aminoglycosides (Antibiotic Eye Drops)

1. Garamycin
2. Tobramycin

Antifungal Agents

1. Diflucan
2. Clotrimazole
3. Ketoconazole
4. Nystatin

Antiviral Agents

1. Zovirax
2. Vatrex
3. Tamiflu
4. Relenza

Cephalosporins

1. ALL
ie: Omnicef, Ancef Rocephin Keflex Ceftin

Macrolides

1. ALL
ie: Zithromax, Biaxin

Penicillins

1. ALL
ie: Amixil, Augmentin, Pen V K

Quinolones

1. ALL
ie: Cipro Levaquin, Floxin

Sulfonamides

1. ALL
ie: Bactrim (Oral and Ophthalmic Suspensions)

Tetracyclines

1. ALL
ie: Vibramycin, Minocin, Sumycin

Others

1. Clindamycin

2. Vancomycin

Ophthalmology

Antiallergenic Agents

1. ALL

Antibacterial Agents

1. ALL

Glaucoma Agents

1. ALL

Anti-inflammatory Agents

NSAID

- | | |
|-------------|-------------|
| 1. Celebrex | 2. Lodine |
| 3. Daypro | 4. Toradol |
| 5. Naprosyn | 6. Voltaren |

Pulmonary and Ear, Nose and Throat

Antihistamines

1. Zyrtec
2. Clarinex

Beta Agonists

1. Ventolin
2. Xopenex
3. Alupent
4. Serevent

Leukotriene Inhibitors

1. Singulair

Steroids Inhaled

1. Pulmicort
2. Flovent
3. Azmacort

Other Inhaled Agents

1. Symbicort
2. Advair
3. Spiriva

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Appendix 4
Parish Physician Certification
Over the Counter Medicines

Employee Name _____ Date _____

Employee Date of Birth: _____ Employee ID # and/or SS#: _____

Job Title _____

Department _____

Over the Counter Medications that I am currently taking:

Name of Drug

I attest that the foregoing information is complete and correct. I understand and will comply with the approved use of these medications while working.

Signed by Employee

Date

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Appendix 5
Jefferson Parish Government
Medication Authorization Form

Prescription Medication Authorization

OTC Medication Authorization

Employee's Name: _____

Employee's ID# and/or SS#: _____

Employee's Date of Birth: _____

Employee's Phone Number: _____

Department: _____

Date(s) of Treatment: _____

Duration of Treatment: _____

The employee's prescription was reviewed and the employee is released to return to work and perform safety sensitive duties. Yes No

The employee's over the counter medicine was reviewed and the employee is released to return to work and perform safety sensitive duties. Yes No

The employee was seen at clinic. Yes No

Physician's Signature

Date

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Medication Authorization Form

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Appendix 6

Expanded Drug Panel Number 272

<i>Drug Description</i>	<i>Screening Level (NG/ML)</i>	<i>Confirmation Level (NG/ML)</i>
6-ACETLYMORPHINE	10.0	10.0
AMPHETAMINES	500	250
BARBITURATES	300	300
BENZODIAZEPINES	300	300
BENZOYLECGONINE-COCAINE METAB	150	100
EXTENDED OPIATES (4)	2000	2000
MARIJUANA METABOLITE	50	15
METHADONE	300	300
METHAQUALONE	300	300
METHYLENEDIOXYMETHAMPHETAMINE	500	250
OXYCODONE AND/OR METABOLITE	100	300
PHENCYCLIDINE	25	25
PROPOXYPHENE	300	300

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Appendix 1, Medical Authorization Form/Employee Physician Certification

Amended 2009
Revised September 2012
Revised October 2012
Revised April 2014

Appendix 2, Over-the-Counter (OTC) Medicines

Amended 2009

Appendix 3-A, Approved List of Over-the-Counter (OTC) Medicines

Amended 2009
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Appendix 3-B, Approved List of Prescription Medicines

Amended 2009

Appendix 4, Parish Physician Certification Over the Counter Medicines

Amended September 2009

Appendix 5, Medication Authorization Form

Amended 2009
Revised September 2012
Revised February 2013
Revised April 2014

Appendix 6, Expanded Drug Panel 272

Amended 2009
Revised 2010
Revised July 2014