

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 302.12	Page 1 of 1
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Approved by: Tony Parker		
Subject: DRUG-FREE WORKPLACE		

POLICY CHANGE NOTICE      20-2

INSTRUCTIONS:

Please add the following definition and re-letter all definitions accordingly:

- “Q. Immediate Medical Treatment: For the purpose of this policy only, the management and care of a patient by a licensed medical or mental health provider (in a clinical setting or through tele-health services) for the purpose of combating disease, injury or disorder; to include but not limited to use of medication, immunizations, first aid, use of closing devices or immobilization devices, physical therapy or psychotherapy, chiropractic treatment, surgical procedures, etc. as prescribed by the medical or mental health provider”.

Please change Section VI.(C)(2) to read as follow:

- “2. Once the employee enters the EAP he or she must sign a release of information with the EAP to provide to the TDOC information concerning the employee’s assessment, any recommended job restrictions, and progress made with the substance use issue in order to participate in the process without penalty. All employees who enter the EAP shall submit to follow-up testing as indicated in number 5 below”.

Please add to Section VI.(C) the following and renumber accordingly:

- “3. Once an employee has entered a drug/alcohol treatment program if he or she is found to be non-compliant with the program requirements, follow-up testing may be conducted and appropriate disciplinary action may be taken, up to and including dismissal”.