

**CIVIL SERVICE COMMISSION
RESOLUTION NO. 98-004**

**RELATIVE TO THE
DEPARTMENT OF ADMINISTRATION'S
DRUG-FREE WORKPLACE OPERATING PROCEDURES**

WHEREAS, the Department of Administration's Drug-Free Workplace Operating Procedures for dealing with illegal drug use in the workplace was promulgated on December 6, 1995; and

WHEREAS, the recent accidents and unsafe practices of school bus drivers have caused major concerns for the safety of school children and the general public; and

WHEREAS, the Drug-Free Workplace Operating Procedures provide for the drug testing of employees involved in on-the-job accidents and unsafe practices involving death, bodily injury, or damage to property in excess of \$10,000; and

WHEREAS, the Department of Administration has requested that Paragraph 24, "ACCIDENT OR UNSAFE PRACTICE TESTING", be revised to strengthen and clarify the criteria for conducting drug tests on employees who are suspected of possibly causing an on-the-job accident or unsafe, on-duty, job-related practice.

NOW, THEREFORE, BE IT RESOLVED:

1. The Civil Service Commission hereby approves the Revised Paragraph 24 "ACCIDENT OR UNSAFE PRACTICE TESTING" (Attachment A) hereby approved and adopted as part of the Department of Administration Drug-Free Workplace Program Operating Procedures effective December 6, 1995, and as Appendix 1 of the Department of Administration Personnel Rules and Regulations effective April 2, 1997.
2. All autonomous departments and agencies are required to conform their Drug-Free Workplace Program and personnel rule and regulations to Appendix I.
3. This Resolution be transmitted to the Governor together with Attachment A (Paragraph 24 "ACCIDENT OR UNSAFE PRACTICE TESTING") for promulgation through Executive Order.

ORIGINAL

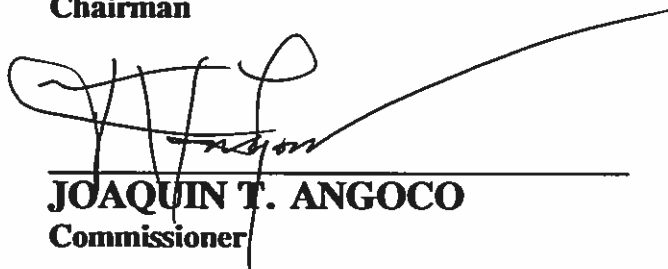
WE, THE UNDERSIGNED, REPRESENTING ALL OF THE CIVIL SERVICE COMMISSION, HEREBY ADOPT THIS RESOLUTION no. 98-004 THIS 16TH DAY OF JUNE 1998.



RICHARD J. UNTALAN
Chairman



MANUEL R. PINAIN
Vice-Chairman




JOAQUIN T. ANGOCO
Commissioner

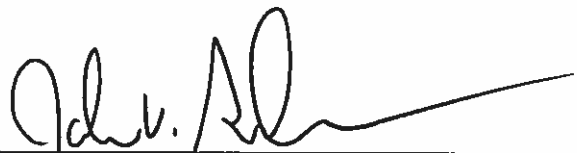
JULIA R. CRUZ
Commissioner



ZENON J. BELANGER, JR.
Commissioner



PRISCILLA T. TUNCAP
Commissioner



JOHN V. GERBER
Commissioner