

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED: 08/28/2024	MANUAL	POLICY NO. 2191
APPROVED BY: Board of Directors	POLICY TITLE Pre-Employment Physical Examinations and Drug Testing	Page 1

2191.1 All individuals who are offered full-time, extra-hire, temporary or part-time employment shall be required to submit to a physical abilities assessment related to the functions of the specific job hired for at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work. In addition, all individuals who are offered positions that qualify as safety-sensitive shall also be required to submit to a drug testing, at District expense. At the present time, all operations positions and all positions that require driving a motor vehicle in connection with District employment qualify as safety sensitive.

2191.2 Employment is conditioned on a health care provider certifying that the individual is fit to perform the type of work required by the position. For safety-sensitive positions, employment is conditioned on the employee favorably passing the drug test. A conditional job offer will be revoked if the individual refuses to cooperate in either the examination or the drug testing. Re-testing of an individual who was previously employed as an extra-hire, part-time or full-time basis may be required if more than three (3) months have elapsed since the individual's last day of work for the District.

2191.3 Appointments with the medical facility conducting the examination and controlled substance testing shall be made by the District on the individual's behalf. When the individual to be tested reports to the facility for the scheduled examination and/or drug testing, they must provide proof of identification, such as a driver's license or a state- issued photo identification card.

2191.4 All test results shall be maintained in a confidential medical file. Only the ~~Office~~-General Manager and Personnel Committee shall have access to the actual test results. Applicants shall be notified as follows:

2191.4.1 All job offers are contingent on favorably passing a medical provider's fitness-for-duty exam. All job offers for safety sensitive positions are contingent on favorably passing a drug test. All operations positions and all positions that require driving in connection with District employment qualify as safety-sensitive. Individuals who test positive on the drug test for controlled substances will not be employed. ~~While the recreational use of marijuana has been legalized in California, marijuana is still defined as a controlled substance and is illegal under federal law. This means that testing positive for marijuana will result in a positive drug test and will disqualify individuals from employment.~~ The District abides by a drug free workplace policy consistent with both state and federal law.

2191.4.2 Individuals who are determined by the medical provider not to be able to perform the functions of the job may request a reasonable accommodation. If you have reason to believe that you will need an accommodation to perform the functions of the job, please contact the ~~Office~~-General Manager. The District will initiate an interactive process to determine your ability to perform the essential functions of the job with or without accommodation, and the ability of the District to provide an accommodation that does not pose an undue hardship on the District.