



GOVERNMENT OF GUAM
AGANA, GUAM 96910
DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
(UFISINAN DIREKTOT)

Post Office Box 884 • Agana, Guam 96932
Tel.: (671) 475-1101/1250 • Fax: (671) 477-6788

Carl T.C. Gutierrez
Governor

Madeleine Z. Bordallo
Lieutenant Governor

JAN 21 2000

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 00-010

To: Non-Autonomous Department/Agency Heads
From: Director, Department of Administration
Subject: Drug-Free Workplace Program

Buenas yan Hafa Adai! We are pleased to inform you that the Department of Administration has finally secured a contract with a medical laboratory to conduct drug testing for the government of Guam employees.

Under this contract, prospective hires and employees of the government of Guam will soon no longer be drug tested at the Guam Memorial Hospital. The contract with the Diagnostic Laboratory Services, Inc. (DLS), was signed by the Acting Governor on December 7, 1999. Pre-employment, accident, reasonable suspicion, voluntary and follow-up tests will be conducted by the staff of the Bio-Path Laboratory, located in the ITC Building in Tamuning. Bio-Path is the specimen collection agent for the DLS. Random drug testing will be conducted by the same personnel at the Department of Administration collection site located in Building 103 B Street, Tiyan. Program coordinators at each department or agency will be informed of where to send their employees based on the type of testing.

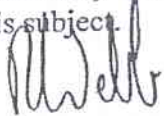
In addition, the enclosed sample memorandum of the thirty (30) day notice to all employees occupying Testing Designated Positions (TDP), with attached map to Tiyan Drug Testing Site, must be signed by department/agency heads and issued to those employees as soon as possible. A listing of all employees given the notice must be provided to the Division of Personnel Management. Each employee must sign receipt of the notice and return it to the Division of Personnel Management, Employee-Management Relations Branch. Employees who did not receive the notice should not be included in the list for random testing. A listing of TDPs for all departments/agencies is also attached for your information and use. In addition, department heads are held responsible for ensuring that employees who have no ride to the test site are provided a ride and tested on the date they are scheduled. Deferral for testing will not be approved for the initial random testing. The Drug-free Workplace Program (DFWP) Specialist must be immediately informed of all employees approved for deferred testing. The DFWP Specialist may be reached at extension 475-1131 or 475-1248.

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 00-010
Drug-Free Workplace Program
PAGE TWO

The demands for drug testing of individuals in TDPs have been placed on top priority. It is expected that the first round of random testing will apply to all employees occupying TDPs in each department. We ask that all department and agency heads include the costs for all types of drug testing in your FY 2000 budget to ensure coverage of all associated costs. The Fee Schedule provided by the DLS is attached for your guidance in submitting your Drug-Free Workplace Program expenses.

By copy of this circular, autonomous agencies, having a Memorandum of Understanding with the Department of Administration for the DFWP Program, are requested to submit names of employees occupying TDPs for inclusion in the overall TDP pool. This list must be updated periodically to ensure accurate accounting of individuals occupying TDPs.

Si Yu'os Ma'ase for your cooperation and support. You may call the Division of Personnel Management at 475-1131 for any questions regarding this subject.


RODNEY C. WEBB
Acting

Attachments

MEMORANDUM

To: _____
Employee's Name, Job Title and Grade

From: _____
Department/Agency Head

Subject: **Notice of Random Drug Testing Under the Drug-Free Workplace Program**

Buenas! You were advised by a General Notice dated February 23, 1996, that the Department of Administration was implementing drug testing as part of the Drug-Free Workplace Program (DFWP). It has been determined that your position meets the criteria for random drug testing under the DFWP. Performance of the duties of your position is sufficiently critical to the government of Guam that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and, when directed, submit to drug testing.

No sooner than thirty (30) days from receipt of this notice, you may be subject to random drug testing on an unannounced basis for marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). You will receive specific instructions concerning when and where the test will be conducted immediately prior to the test. You will be allowed individual privacy while providing the urine specimen unless there is reason to believe the specimen will be altered. To ensure the accuracy of the test result, the collection, handling, and testing of the urine specimen will be conducted under strict chain-of-custody procedures established by the U. S. Department of Health and Human Services Guidelines for Workplace Drug Testing Programs and described in the Department of Administration DFWP. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests positive, you will be given an opportunity to submit medical documentation to a designated Medical Review Officer to establish your legitimate use of the specific drug(s) before any administrative action will be taken.

Refusal to furnish a urine specimen or failure to report for testing as directed, is grounds for discipline. If you test positive you will be subject to the following two administrative actions:

1. You will immediately be taken out of your current assignment. You may be restored to your TDP as part of your successful participation in a rehabilitation or counseling program.
2. You will also be referred to the Employee Assistance Program (EAP) as required by the DFWP procedures.

In addition, appropriate disciplinary action up to and including removal from government service will be initiated. The removal action will be initiated if you refused to obtain counseling or rehabilitation through the EAP after being found positive on your drug test or for a second finding.

Notice of Random Drug Testing Under the Drug-Free Workplace Program
PAGE TWO

If you believe your position has been wrongly designated as a TDP, you may request a review of the determination. Such a request must be submitted in writing to the Director, Department of Administration within fifteen (15) days of receipt of this notice. It should state the reasons why you believe that your position should not be a TDP and include all other relevant information. The DOA Director's decision is not subject to further review nor is it grievable under the administrative grievance procedures. If you are a member of a bargaining unit, you must seek review of your position designation through your union contract, unless the agreement specifically excludes such decisions from the negotiated procedure.

As stated in the General Notice announcing the Drug-Free Workplace Program, you, as well as all employees, may also be subject to testing due to reasonable suspicion, involvement in an accident or safety mishap, and as part of/or follow-up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion, accident, or mishap testing, the test may be for any drug listed in Chapter 67 of Title 9 Guam Code Annotated (Uniform Controlled Dangerous Substance Act) or any drug listed in Schedules I or II of the Controlled Substance Act.

Signature of Department/Agency Head

ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of a memorandum from my department/agency head giving me notice of random drug testing under the Drug-Free Workplace Program. I have read and understood the contents of that memorandum. I understand that I may be selected for random drug testing. I also understand that refusal to submit to testing will result in initiation of disciplinary action, up to and including dismissal.

SIGNATURE OF EMPLOYEE

DATE OF RECEIPT

TESTING DESIGNATED POSITIONS (NON-AUTONOMOUS DEPARTMENTS AND AGENCIES)

POSITION TITLE	POSITION CODE
Assistant Chief of Customs and Quarantine	04.237
Assistant Fire Chief	04.436
Chemical Dependency Treatment Specialist I	03.102
Chemical Dependency Treatment Specialist II	03.103
Chemical Dependency Treatment Specialist III	03.105
Chief Criminalist	07.328
Chief of Customs and Quarantine	04.238
Chief Investigation Agent	04.315
Chief of Safety & Security Operations	04.135
Chief of Security	04.523
Chief Parole Officer	03.035
Community Health Nurse I	08.180
Community Health Nurse II	08.181
Community Health Nurse Supervisor I	08.190
Community Health Nurse Supervisor II	08.191
Community Health & Nurse Services Administrator	08.195
Community Health and Nurse Services Assistant Administrator	08.194
Conservation Officer I	04.220
Conservation Officer II	04.221
Conservation Officer III	04.222
Correction Facility Assistant Supervisor	04.540
Correction Facility Supervisor	04.541
Correction Officer I	04.530
Correction Officer II	04.531
Correction Officer III	04.532
Correction Officer Supervisor I	04.535
Correction Officer Supervisor II	04.536
Correction Social Worker I	03.041
Correction Social Worker II	03.042

POSITION TITLE	POSITION CODE
Correction Social Worker Administrator	03.048
Correction Social Worker Assistant	03.040
Corrections Social Worker Supervisor	03.047
Crime Analyst	07.323
Crime Scene Technician	07.320
Criminalist I	07.325
Criminalist II	07.326
Criminalist III	07.327
✓ Customs & Quarantine Officer I	04.230
Customs & Quarantine Officer II	04.231
Customs & Quarantine Officer III	04.23 3 ²
Customs & Quarantine Officer Supervisor	04.235
Dental Assistant	08.135
Dental Health Specialist I	08.136
Dental Health Specialist II	08.137
Dental Health Specialist III	08.138
Dental Officer I	08.410
Dental Officer II	08.411
Deputy Fire Chief	04.437
Deputy Police Chief	04.420
Detention Facility Guard	04.510
Detention Facility Guard Leader	04.511
Equipment Operator I	09.521
Equipment Operator II	09.522
Equipment Operator III	09.523
Equipment Operator IV	09.524
Equipment Operator Leader I	09.525
Equipment Operator Leader II	09.526
Equipment Operator Supervisor	09.527

*A
recruit*

POSITION TITLE	POSITION CODE
Field Operations Bus Driver Supervisor	09.546
Fingerprint Examiner	07.231
Fire Battalion Chief	04.435
Fire Captain	04.434
Firefighter Recruit	04.429
Firefighter I	04.430
Firefighter II	04.431
Fire Inspector	04.433
Fire Service Specialist	04.432
GOSH Administrator	04.132
Graduate Nurse (Non-Licensed)	08.130
Guard	04.505
Guard Supervisor	04.506
Handicap Bus Driver	09.540
Head Lifeguard	03.612
Investigator Agent I (AG)	04.311
Investigator Agent II (AG)	04.312
Investigator Agent III (AG)	04.313
Investigator Agent IV (AG)	04.314
Law Enforcement Dispatcher I	04.405
Law Enforcement Dispatcher II	04.406
Lifeguard	03.610
Lifeguard Instructor	03.611
Lifeguard Recruit	03.609
Medical Laboratory Technician I	07.250
Medical Laboratory Technician II	07.251
Medical Laboratory Technician III	07.252
Medical Laboratory Technician IV	07.253
Medical Technologist I	07.255

POSITION TITLE	POSITION CODE
Medical Technologist II	07.256
Medical Technologist Supervisor	07.257
Mental Health Psychologist	03.122
Mental Health Residential Treatment Program Manager	03.107
Nurse Aide I	08.105
Nurse Aide II	08.106
Nurse Midwife	08.188
Nurse Practitioner	08.186
Nurse Specialist	08.184
Nurse Supervisor I	08.163
Mental Health Psychologist	07.257
Mental Health Residential Treatment Program Manager	03.107
Nurse Aide I	08.105
Nurse Aide II	08.106
Nurse Midwife	08.188
Nurse Practitioner	08.186
Nurse Specialist	08.184
Nurse Supervisor I	08.163
Nurse Supervisor II	08.164
OSHA Administrator	04.130
Parole Officer I	03.060
Parole Officer II	03.064
Parole Officer III	03.032
Pharmacist	07.225
Physician Specialist	
Police Cadet	04.409
Police Captain	04.418
Police Lieutenant	04.417
Police Major	04.419

POSITION TITLE	POSITION CODE
Police Officer I	04.411
Police Officer II	04.412
Police Officer III	04.413
Police Sergeant I	04.414
Police Sergeant II	04.415
Psychiatric Nurse I	08.151
Psychiatric Nurse II	08.152
Psychiatric Nurse III	08.153
Psychiatric Nurse Administrator	08.155
Psychiatric Nurse Supervisor	08.154
Psychiatric Social Services Administrator	03.071
Psychiatric Social Worker I	03.066
Psychiatric Social Worker II	03.067
Psychiatric Social Worker Supervisor	03.069
Psychiatric Technician I	08.110
Psychiatric Technician II	08.111
Psychologist	03.120
Public Health Laboratory Administrator	07.260
School Bus Driver	09.541
School Bus Driver Leader	09.542
School Bus Driver Supervisor	09.545
Security Guard (Armed)	04.520
Security Guard Supervisor	04.521
Security Inspector	04.513
Social Worker I	03.073
Social Worker II	03.074
Social Worker III	03.075
Social Service Supervisor I	03.077
Social Service Supervisor II	03.078