POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-514.1

TITLE: **Drug Free Workplace**

EFFECTIVE DATE: 12/8/24 **AUTHORIZED BY: Board of Trustees**

This procedure shall apply to all employees of REACH for Tomorrow.

Controlled Substances:

Controlled medications are broken down into more specific categories, which have different restrictions on how and when they can be filled or refilled.

- **Schedule V:** According to the DEA, medications in this schedule have a low potential for abuse relative to those in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. There are no special restrictions on refills for Schedule V prescriptions. Examples of this type of drug include Robitussin AC, or other cough medicines with codeine.

- **Schedule IV:** Similar to Schedule V, these medications have a low potential for abuse relative to those listed in Schedule III. Schedule IV medications may be refilled if your doctor has authorized it on the prescription. However, each prescription may only be refilled up to five times within six months after the date on which the prescription was issued. After five refills or after six months, whichever occurs first, a new prescription is required. Common Schedule IV medications include benzodiazepine anxiety medications like Xanax or Klonopin.

- **Schedule III:** These medications have a lower potential for abuse than substances in Schedules I or II, but abuse may lead to moderate or low physical dependence or high psychological dependence. Refill restrictions for Schedule III are the same as for Schedule IV—you may refill up to five times within six months. Some examples include **Suboxone** (**buprenorphine/naloxone**), used to treat opioid dependence, or **Tylenol with codeine** for pain.

- **Schedule II:** These medications have a high potential for abuse, which may lead to severe psychological or physical dependence. There are special restrictions for filling and refilling Schedule II prescriptions. First, they require a written prescription signed by your health care provider—they cannot be sent electronically to your pharmacy. There are also no refills allowed on Schedule II prescriptions; you must get a new prescription each time from your doctor. Many states also limit the amount you are allowed to fill at one time to a 30-day supply. Opioid pain medications like **Vicodin** or **Percocet** and ADHD medications like **Adderall** are classified as Schedule II
- **Schedule I:** According to the DEA, any substances in Schedule I have no currently accepted medical use in the United States and a high potential for abuse, and are not available for use even with a prescription—for example, heroin.

1.0 Drug-Free Work Place

The following shall be established as the REACH for Tomorrow drug-free awareness program:

1.1 REACH for Tomorrow Human Resources Policy HR-514, "Drug-Free/Tobacco-Free Work Place" as listed in the Human Resources Policies Manual.

1.2 A reference listing of locally available resources for drug and/or alcohol abuse counseling and rehabilitation (available from the Human Resource Department and on the intranet for local and insurance providers).

1.3 REACH for Tomorrow Human Resources Policy HR-570, "Disciplinary Process", as listed in the Human Resources Policies Manual.

1.4 REACH for Tomorrow Human Resources Policy HR-511, "Professional Conduct", as listed in the Human Resources Policies Manual.

2.0 Statement of Receipt

REACH for Tomorrow employees shall sign a Statement of Understanding at the time of orientation. This statement shall be separate from the general receipt of understanding for all REACH for Tomorrow Human Resources Policies. The employee shall be provided with a copy of the Statement of Receipt and a copy shall be placed in their personnel file.

3.0 Illicit and Licit Drugs

Use of illicit drugs is covered in Policy HR-514 “Drug Free/Tobacco-Free Workplace”. For prescriptions of controlled substances, the employee will let Human Resources know about the prescription for controlled substances. This information shall be kept separate from the employee's personnel file. HR shall be made aware of circumstances prior to the staff member bringing medications into the workplace and/or driving an agency vehicle as outlined in Policy HR-514.

4.0 Violation of Criminal Drug Statute

The CEO shall be responsible for notifications to any agency or governmental entity required, within ten (10) days after receiving notice of an employee's conviction for a violation of any criminal drug statute.

Reference

41 USC ss 702(a)