



MEMORANDUM
Office of Human Resources

To: Marsha Hall

From: Brenda Lovell

Copy:

Date: February 12, 2014

Re: WEEKLY REPORT – FEBRUARY 3-7, 2014

Safety Occupational Testing Services (S.O.T.S.)

Met with Jeanie Margavich and Pam Plyborn to revise our random drug testing for our employees.

- ✓ Random drug testing is performed quarterly
- ✓ Two separate lists were created, one list is for D.O.T which is a five panel test and is performed on all our CDL drivers and our Senior Bus Transporters and the other is a NON-D.O.T. which is a 9 panel test that will include the remaining of our safety sensitive employees
- ✓ Due to the fact that we have a number of additional employees during the summer months, I will update the random testing lists in April, August and December so that they are always updated on our changes for seasonals and part time employees
- ✓ 10% of our lifeguards will be pulled in June for testing at which time I can send 3 lifeguards in June, 3 in July and 3 in August (or whatever the 10% number will be), and once the supervisors are notified there is a 3 hour window in which the employee must get to the facility. I chose this method with the lifeguards because I feel it is extremely important due to the fact that our lifeguards are responsible for many lives
- ✓ If there is an accident that requires immediate drug testing, that employee must be escorted to the facility by their supervisor

Jeanie is getting me information on if we can get a minor consent form signed by a parent at time of hire or re-hire and I keep that form on file for any random testing needed. She is also checking on if we can just do lifeguards during the summer months.

