

**Audit of Orange County's
Commercial Driver's License
Controlled Substance and
Alcohol Testing Program**



**Phil Diamond, CPA
County Comptroller
Orange County, Florida**

www.occompt.com



**Report No. 506
November 2023**

County Audit Division

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Orange County Comptroller's Office

Mission

The mission of the Orange County Comptroller's Office is to serve the citizens of Orange County and our customers by providing responsive, ethical, effective, and efficient protection and management of public funds, assets, and documents, as specified in the Florida Constitution and Florida Statutes.

Vision

The vision of the Orange County Comptroller's Office is to be recognized as a highly competent, cohesive team leading the quest for continuing excellence in the effective safeguarding and ethical management of public funds, assets, and documents.



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COUNTY
FLORIDA**

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November 16, 2023

Jerry L. Demings, County Mayor
and
Board of County Commissioners

We have conducted an audit of the Orange County commercial driver's license controlled substance and alcohol testing program. The audit was limited to a review of the Human Resources Division's compliance with Section 382.305 of the Code of Federal Regulations relating to random testing for the use of controlled substances and alcohol. The period audited was January 2016 through December 2017. Additional testing was conducted for December 2020.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Responses to our Recommendations for Improvement were received from the Human Resources Division Director and are incorporated herein.

We appreciate the cooperation of Human Resources Division personnel during the course of the audit.


Phil Diamond, CPA
County Comptroller

c: Byron Brooks, County Administrator
Carla Bell Johnson, Deputy County Administrator
Lisa Snead, Assistant County Administrator
Dr. Yvette Best, Director, Human Resources Division



Why This Audit Is Important

One of the most effective tools employers have for deterring controlled substance and alcohol use in the workplace is random testing. Federal regulations require employers to include all employees required to have a commercial driver's license (CDL) in their random controlled substance and alcohol testing programs.¹

The Orange County Human Resources Division (Human Resources) administers and manages the County's random testing program. Random testing potentially saves lives, prevents injuries, reduces costs and helps employers identify workers with substance abuse issues.

What We Found

Employees Were Erroneously Included in the Listing of CDL Required Employees (Page 8).

Human Resources selected employees for random alcohol and controlled substance testing six times during 2016 and 2017. After reviewing the population listing of employees that Human Resources identified as CDL required, we noted that 99 employees were erroneously included in these listings. These 99 employees were incorrectly included in the population listings a total of 268 times. After we brought the issues to management's attention, we retested the December 2020 population listing and found that only seven were included in error.

Employees Were Tested for Controlled Substances and/or Alcohol Although They Were Not in a Position Requiring Testing (Page 9).

As a result of including employees in the population listing in error, 28 of those employees were tested for controlled substances and/or alcohol without being in a CDL required position.

CDL Required Employees Were Excluded from Testing (Page 8).

¹ 49 C.F.R. § 382.305 (a), (b), (j)(1)



In our original testing of the 2016 and 2017 populations, we also identified 111 employees in CDL required positions that were erroneously excluded from the population listings a total of 303 times. In December 2020, the number erroneously excluded was reduced to 14.

The Annual Testing Requirements for 2017 Were Not Met (Page [10](#)).

The annual testing requirements for employees in CDL required positions were 25% for controlled substances and 10% for alcohol. After excluding no-shows and employees erroneously included in population listings, an additional six CDL required employees needed to be tested for controlled substances. Two more needed to be tested for alcohol in order to meet the 2017 annual testing requirements.

Employees Failed to Report for Testing Within Appropriate Time Frames (Page [12](#)).

Employees are required to report immediately for their testing after being notified of their selection. If the employee is not working that day, they should report the day they return to work. After reviewing testing performed, 55 employees failed to report for testing within the appropriate time frame. 43 of 55 employees were never tested and 12 employees were tested late.

Employees in CDL Required Positions Did Not Have Valid CDLs (Page [13](#)).

28 of 111 employees tested in CDL required positions did not have a valid CDL.

Overall Evaluation (Page [7](#))

Based on the results of our testing, we found that Human Resources did not comply with the regulations for randomly testing CDL required employees for controlled substances and alcohol in 2017.

We noted multiple areas for improvement in the recommendations section of this report. After notifying management of the 2016 and 2017 issues, we confirmed with additional testing in December 2020 that Human Resources made significant improvements related to identifying employees that should be tested. We did not retest the remaining issues for any period after 2017. However, they will be reviewed during a follow-up audit.



INTRODUCTION

Background

Federal regulations² require employers to include all employees in positions requiring a commercial driver's license (CDL) in their random controlled substance and alcohol testing program. Only CDL required employees may be in an employer's random testing pool. Employers are required to randomly test at least 25% of CDL required employees for controlled substances and 10% for alcohol annually.³

Annual testing requirement

10%
Alcohol



25%
Controlled
Substances



Human Resources administers and manages the County's CDL controlled substance and alcohol testing program for all BCC employees required to maintain a CDL.⁴ An independent third party testing company conducts controlled substance and alcohol testing on randomly selected employees.

Human Resources works with various County departments to identify positions that require a CDL based on the type of vehicle driven. Some of the vehicles requiring a CDL are pictured here:



² 49 C.F.R. § 382.305 (a),(b),(j)(1)

³ Effective 2020, the requirement for testing for controlled substances increased from 25% to 50%.

⁴ F.S. 32.355 Drivers of authorized emergency vehicles are exempt from the requirement to obtain a commercial driver license.



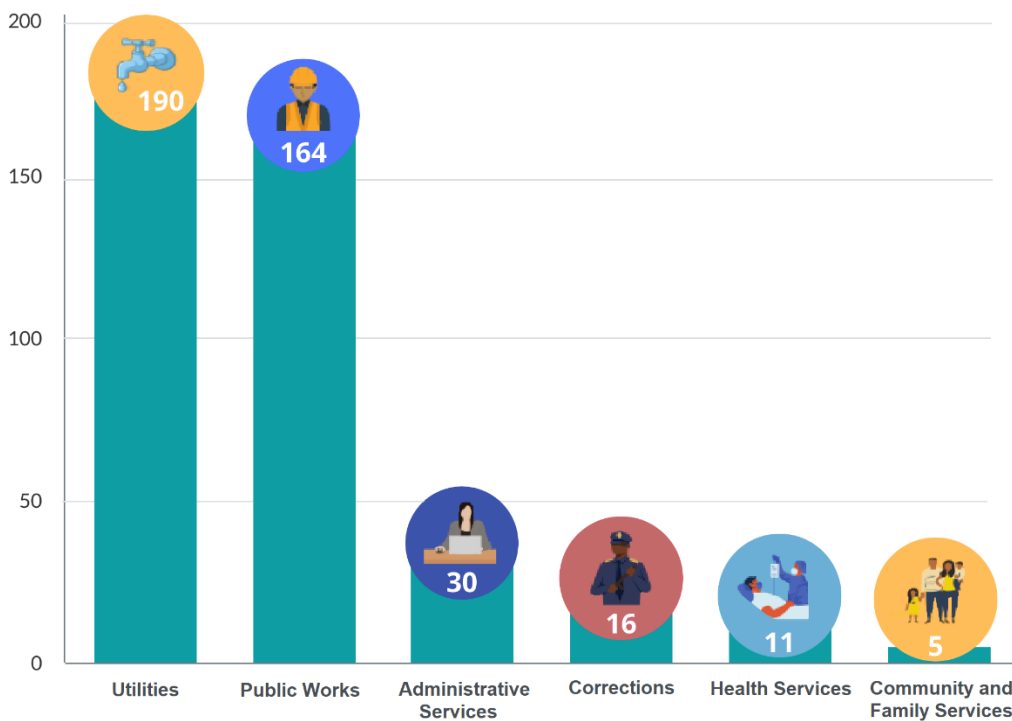
INTRODUCTION

To identify positions that require a CDL, an indicator field is selected in the County's employee management software (PeopleSoft). Periodically, Human Resources generates a population list of all employees required to possess CDLs. The population list is used to randomly select employees to test for controlled substances and alcohol. Selected employees are notified on the day of the test. They are then instructed to immediately report to the testing site.

The following chart illustrates the number of CDL required employees (by department) that should be included in the testing population.

Number of CDL Required Employees by Department

As of: August 2022





INTRODUCTION

Audit Scope

The audit scope was limited to Human Resources' compliance with section 382.305 of the Code of Federal Regulations relating to random testing for use of controlled substances and alcohol by employees required to possess a CDL. The original audit period was from January 2016 to December 2017. Due to the public safety implications and number of errors identified, we immediately brought these issues to management's attention. Based on changes implemented by management, we performed additional testing for the December 2020 population list.

Audit Objective

The objective of the audit was to determine whether Human Resources complied with requirements of section 382.305 of the Code of Federal Regulations.

Specifically, we performed testing to verify:

- The population of employees in CDL required positions used by Human Resources was complete and accurate;
- Twenty-five percent of employees in CDL required positions were tested for controlled substances annually;
- Ten percent of employees in CDL positions were tested for alcohol annually;
- Employees randomly selected for testing timely reported for screening; and,
- Employees in CDL required positions held valid CDLs.

Audit Methodology

To meet the objective we performed the following testing:

- Reviewed job descriptions and interviewed personnel from various County departments to determine which positions required CDLs.
- Tested the accuracy and completeness of each CDL required employee population report generated.
- Calculated the annual percentages of CDL required employees actually tested for controlled substances and alcohol.
- Verified whether employees selected for screening were tested and tested timely.



INTRODUCTION

- For a sample of CDL required employees, verified the employees possessed current CDLs.

Overall Evaluation

Based on the results of our testing, we found that Human Resources did not comply with the regulations for randomly testing CDL required employees for controlled substances and alcohol in 2017.

We noted multiple areas for improvement in the recommendations section of this report. After notifying management of the 2016 and 2017 issues, we confirmed with additional testing in December 2020 that Human Resources made significant improvements related to identifying employees that should be tested. We did not retest the remaining issues for any period after 2017. However, they will be reviewed during a follow-up audit.



**1. The Population Listing of Employees in CDL Required Positions
Should be Complete and Accurate**

Federal regulations mandate employers to include all employees required to hold a CDL in their controlled substance and alcohol testing program.⁵ Human Resources generates a listing of employees that should be included in the program before each testing period. Only CDL required employees should be in the employer's random testing pool.⁶ In order to properly comply with the testing requirements, the listing of employees used to select employees for testing should be accurate.

Human Resources selects an indicator field in PeopleSoft to identify positions requiring a CDL. This field is used to generate a population list of active employees in CDL required positions. The population list is used to randomly select employees for controlled substance and alcohol screening.

We reviewed the six population listings generated by Human Resources during 2016 and 2017. As a result of our review, we noted 99 employees were erroneously included on the population listings as they were not in CDL required positions. As some of the employees were included in multiple tests, employees were incorrectly included a total of 268 times over the two year period.

The 99 employees were erroneously
included in population reports a
total of 268 times

In addition, we also identified any employees that were not included in the population. We identified 111 employees in CDL required positions who were erroneously excluded from the population a total of 303 times over two years.

⁵ 49 C.F.R. § 382.305 (a)

⁶ 49 C.F.R. § 382.305 (j)(1)



The following tables shows the number of errors in each test population.

Population Report Date	Employees on Population Report	Employees Not in CDL Positions Included in Population	Employees in CDL Positions Missing from Population
3/17/2016	557	65	44
5/26/2016	553	60	45
8/10/2016	548	62	46
12/06/2016	487	26	52
7/27/2017	489	28	73
11/29/2017	519	27	43
Totals		268	303

Employees were selected and tested who should have never been tested because they were erroneously included in the CDL required employee listings. We found that 28 of 99 employees incorrectly included on the population listings were selected for testing for controlled substances and/or alcohol.

28 employees
were improperly
selected for testing

Many of the issues identified were caused by inconsistencies with Human Resources' use of PeopleSoft. For example, there are 16 positions with the Traffic Signal Technician job code. Those positions all require a CDL. However, the CDL indicator field in PeopleSoft was only selected for one of the 16 positions. So, employees occupying any of the other 15 positions were incorrectly excluded from the testing population.

In addition, several job codes are shared by multiple departments. This includes jobs like Foreman, Senior Foreman, Spray Technician, and Equipment Operator. This creates problems because some departments require a CDL for these positions and others do not. For example, Spray Technicians in Public Works are required to have a CDL while Spray Technicians in Parks are not required to have a CDL. However, all nine Spray Technician positions were included in Human Resources' PeopleSoft required CDL listing. As a result, employees in any of the



four Spray Technician positions in Parks were wrongly included in the testing population.

During our research to determine which positions require a CDL, we were informed that it was difficult to determine which positions required a CDL based on vague job descriptions such as “may be required.” Inconsistent managerial requirements also caused confusion. For example, one manager stated that “I don’t believe these positions “require” a CDL, but we believe they should fall under the screening as they are usually driving County vehicles and assets.” Although Human Resources is responsible for maintaining the CDL indicator field and resulting required CDL population listing, the County’s job descriptions do not clearly identify positions where a CDL is required. That makes it more difficult for Human Resources to maintain an accurate required CDL listing.

December 2020 Testing

As noted above, due to the critical importance of accurate testing to public safety and the number of errors identified, we immediately brought these issues to management’s attention. To test changes implemented by management, we performed additional testing for the December 2020 population list only and found Human Resources had significantly improved the population accuracy. The number of employees erroneously included in the population list was reduced to seven and the number erroneously excluded was reduced to 14.

Annual Testing Requirements

Federal regulations specify the minimum required percentage of employees in CDL required positions that must be tested annually.⁷

During the period reviewed, the minimum annual percentage rates for testing CDL employees were:

- 10% for alcohol; and,
- 25% for controlled substances.

During the audit, we recalculated the correct number of CDL required employees who should have been tested in 2017. We determined that 134 employees should

⁷49 C.F.R. § 382.305 (b)



have been tested for controlled substances and 54 for alcohol in order to meet the minimum federal requirements for 2017. Human Resources selected 141 for controlled substance testing and 60 for alcohol. However, after 'no shows' and misclassified employees were removed from the count, the number of CDL required employees actually tested was 128 for controlled substances and 52 for alcohol.

In order to meet the minimum requirements, an additional six CDL required employees should have been tested for controlled substances and two additional CDL required employees should have been tested for alcohol. Therefore, the minimum requirements for 2017 were not met. The annual requirements were not tested for 2020.

2017 Federal requirements for both drug and alcohol testing were not met.

Non-compliance with Federal Law could result in penalties. More importantly, by failing to test CDL required employees, the County runs the risk of not detecting the use of controlled substances and alcohol by such employees.

Recommendation No. 1:

Human Resources should:

- A) Continue working with County departments to revise job descriptions to clearly indicate which positions require a CDL within each department;
 - B) Review CDL indicators in PeopleSoft for all employees and correct as necessary;
 - C) Ensure that all employees in CDL required positions are accurately included in the testing population;
 - D) Confirm that employees not required to maintain a CDL are not included in the selection population; and,
 - E) Periodically review the positions, job descriptions, and indicator fields for CDL required positions to ensure all are complete and accurate.
-

Management's Response:

Concur. See [Appendix B](#) for full response.

2. Employees Selected for Random Testing Should Report for Testing In Required Timeframe

According to Department of Transportation best practices for random controlled substance and alcohol testing:

- When an employee is notified, he or she must proceed immediately to the collection site. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection.
- If an employee is selected for testing but has not received notice because it is a day off, test the employee during their next shift within the same selection cycle.
- No employee should be excused from testing because of operational difficulties.
- If an employee is notified to report for testing and the test does not occur, the opportunity for the random testing is over.
- Employers should document why a selected employee was not tested during a selection cycle.

During 2016 and 2017, we identified 55 instances where employees selected for testing failed to report for testing within an appropriate timeframe. Specifically we noted the following:

- 43 selected employees were never tested. Payroll records show six of the employees were at work on the test date and should have reported to the testing facility. The remaining 37 employees were off on the test date and should have been tested when they returned to work.
- 12 selected employees were tested late. Eleven were at work on the test date but were not tested until 1 to 5 days later. One was off on the test date but was not tested until the second day after returning to work.



43 employees
selected were
never tested



12 employees
selected were
tested late

Orange County Policy Manual & Operational Regulations state that employees who have a confirmed positive test, refuse to be tested, submit false samples or tamper with test samples during the testing process for controlled substances and/or alcohol will be terminated. Test refusals include failure to appear for a test in the timeframe specified without supervisory approval.

Recommendation No. 2:

Human Resources should develop procedures to ensure employees selected for testing report to the testing facility in the required timeframe.

Management's Response:

Concur. See [Appendix B](#) for full response.

3. Employees Occupying CDL Required Positions Should Possess a Valid CDL

The CDL indicator field in PeopleSoft is used during the hiring process to identify employee applications where Human Resources should verify that the applicants have valid CDLs.

According to Federal Regulations, no person shall operate a commercial motor vehicle unless such person has taken and passed knowledge and driving skills tests for a commercial learner's permit (CLP) or CDL. Additionally, no employer may allow, require, permit, or authorize a driver to operate a commercial motor

vehicle in the United States if he or she knows or should reasonably know that a driver does not have a current CLP or CDL⁸.

We reviewed driver's license records for 111 employees in CDL required positions in 2016 or 2017 to determine whether they had a valid CDL. We identified 28 employees in CDL required positions who did not have a valid CDL.



28 of 111

Employees in positions requiring a CDL did not have a valid CDL.

Recommendation No. 3:

Human Resources should:

- A) Work with Risk Management to obtain a listing of employees in CDL required positions that do not have a valid CDL; and,
- B) Develop procedures to periodically ensure employees occupying CDL required positions are maintaining valid CDL.

Management's Response:

Concur. See [Appendix B](#) for full response.

⁸ 49 C.F.R. § 383.37



ACTION PLAN

NO.	RECOMMENDATIONS	MANAGEMENT'S RESPONSE		
		CONCUR	PARTIALLY CONCUR	DO NOT CONCUR
1.	Human Resources should:			
A)	Continue working with County departments to revise job descriptions to clearly indicate which positions require a CDL within each department;	✓		
B)	Review CDL indicators in PeopleSoft for all employees and correct any as necessary;	✓		
C)	Ensure that all employees in CDL required positions are accurately included in the testing population;	✓		
D)	Confirm that employees not required to maintain a CDL are not included in the selection population; and,	✓		
E)	Periodically review the positions, job descriptions, and indicator fields for CDL required positions to ensure all are complete and accurate.	✓		
2.	Human Resources should develop procedures to ensure employees selected for testing report to the testing facility in the required timeframe.	✓		
3.	Human Resources should:			
A)	Work with Risk Management to obtain a listing of employees in CDL required positions that do not have a valid CDL; and,	✓		
B)	Develop procedures to periodically ensure employees occupying CDL required positions are maintaining a valid CDL.	✓		



The below table contains the Federal Regulations related the audit objectives and cited in the report.

Regulation Number	Criteria
49 C.F.R. § 382.305 (a)	<i>Every employer shall comply with the requirements of this section. Every driver shall submit to random alcohol and controlled substance testing as required in this section.</i>
49 C.F.R. § 382.305 (b)	<p><i>(1) Except as provided in paragraphs (c) through (e) of this section, the minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.</i></p> <p><i>(2) Except as provided in paragraphs (f) through (h) of this section, the minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions.</i></p>
49 C.F.R. § 382.305 (j)(1)	<i>To calculate the total number of covered drivers eligible for random testing throughout the year, as an employer, you must add the total number of covered drivers eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, are to be in an employer's random testing pool, and all covered drivers must be in the random pool.</i>
49 C.F.R. § 383.37	<p><i>No employer may allow, require, permit, or authorize a driver to operate a CMV in the United States if he or she knows or should reasonably know that any of the following circumstances exist:</i></p> <p><i>(a) During any period in which the driver does not have a current CLP or CDL or does not have a CLP or CDL with the proper class or endorsements. An employer may not use a driver to operate a CMV who violates any restriction on the driver's CLP or CDL.</i></p> <p><i>(b) During any period in which the driver has a CLP or CDL disqualified by a State, has lost the right to operate a CMV in a State, or has been disqualified from operating a CMV.</i></p> <p><i>(c) During any period in which the driver has more than one CLP or CDL.</i></p> <p><i>(d) During any period in which the driver, or the CMV he/she is driving, or the motor carrier operation, is subject to an out-of-service order.</i></p> <p><i>(e) In violation of a Federal, State, or local law or regulation pertaining to railroad-highway grade crossings.</i></p>



HUMAN RESOURCES DIVISION

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Date: October 27, 2023
To: Wendy Kittleson, Assistant Comptroller, Audit Division
Orange County Comptroller’s Office
From: Dr. Yvette M. Best, Director, Human Resources Division *YMBest*
Subject: Response to the Audit of Orange County’s Commercial Driver’s License
Controlled Substance and Alcohol Testing Program

Recommendation 1:

Management’s Response: Concur

Action Steps and Timeframe: *Continue working with departments on revising job description and reviewing CDL indicators in Peoplesoft for all employees and correct any as necessary. Ensure that all employees in CDL required positions are accurately included in the testing population. Confirm that employees not required to maintain a CDL are not included in the selection population. Established in 2020 periodic reviews of positions at least once a year - Completed.*

Recommendation 2:

Management’s Response: Concur

Action Steps and Timeframe: *Developed and implemented in 2020 a standard communication for management and HR on what to do the day of testing (when employee is at work and when employee is not at work). See attached communications and SOP- Completed.*

Recommendation 3:

Management’s Response: Concur

Action Steps and Timeframe: *Working to acquire access to current employee commercial driver’s license report by 2024 - Working.*

CC: Reginald Davis, Human Resources Section Manager
Suzette Shields, Compliance and Employee Relations Administrator



Drug and Alcohol CDL Random Testing Procedures

Scheduling

- Select potential dates for testing (at least 2 week prior to testing) and number of tests to be done for both Drug and Alcohol
 - o Check with Centra Care (Andrea Flanagan: andrea.flanagan@flhosp.org) for availability
 - o Check with Location for room availability
 - Primary Location: **Facilities Training Room** (contact, Assistant to Facilities Manager) ****ask for room to be opened a half hour before designated start time for set up****
 - Secondary Location: **Public Works Building 7A** (contact PW Sr. HR Advisor)
- Send meeting invite to Compliance Drug Testing Team (3 people needed to assist with onsite testing)

CDL Random Selection Process:

- Create new folder in Compliance_ER > Drug & Alcohol > CDL Testing Information > CDL Test 20XX
 - o Label new folder the date of testing. ex: May 26, 2016
- 2 weeks prior to test, run a current PeopleSoft CDL employee report (save to newly created folder as Original CDL PS Report)
- Format Original CDL PS Report to Centra Care parameters
 - o Delete all columns except:
 - EEID
 - Last Name
 - First Name
 - Location Code
 - Emp Job Title
 - CDL Recd
 - o Merge Location Code and Emp Job Title into one cell
 - o Delete title row
 - o Save new spreadsheet as "Centra Card Upload MM-DD-YY"
- Upload Report to Centra Care MRO



- At the top of the Centra Care MRO page, hover over “Random Drug Testing” tab.
 - From drop down menu, select “Random List Upload”
 - Click “Select File” from “Upload Random Employee Lists” page
 - Navigate to saved “Centra Card Upload MM-DD-YY” file and click open
 - Click on Preview List
 - Verify upload matches Centra Care parameters
 - At bottom of page, click “Upload”
- 48 hours before the testing day, the random list will be available on the MRO site
 - At the top of the Centra Care MRO page, hover over “Random Drug Testing” tab.
 - From drop down menu, select “Random Employee Management”
 - Select “FHCC/Orange County GOVT – CDL Random” from the “Viewing employee information for:” menu
 - On the “Manage Radon Employee Information” page, under “select a report”, click the drop down arrow.
 - Select “Notification Report”
 - Select current date of testing (there are 2 separate reports, one for Alcohol, one for Drug.)
 - Click “View Report”
 - Save PDF document in new CDL testing folder as: DOT “Drug/ Alcohol” Centra Care Notification List and Forms
 - From PDF, create excel spreadsheet sign in sheet
 - Use sign-in sheet to create Drug and Alcohol DOT Random Testing Confirmation Forms
- Send sign in sheet and testing location details to Centra Care ([REDACTED])

Notification of Random CDL Testing

- On the afternoon before date of testing, notification emails should be sent out to designated HR representatives and HR service center lead **recommended around 2pm**
 - Notification E-mails should include:
 - Body of email
 - Use saved template email located in the CDL Procedures and Forms folder.



- Make sure to update highlighted information
 - Drug and Alcohol DOT Random Testing Confirmation Forms for the corresponding department
 - Map of testing location
- Verification of receipt emails and signed “notice to management” forms should come back from HR Representatives.
 - If verification hasn’t been received by 4, call HR representative for verification of receipt of email.

CDL Packet for Testing Day

- In your CDL Random Packet to take to testing location:
 - Sign-in sheet
 - Location set up diagram, located in the CDL Procedures and Forms folder
 - Signs for testing
 - A (Alcohol) and D (Drug) numbers (for orderly call back for testing)
 - Centra Care Registration and Screening Release of Liability forms (Centra Care will provide more as needed on the day of testing)
 - List of Centra Care contacts and HR contacts
 - Pens

Day of Testing

- Have 2 people checking in employees
 - Checkers must
 - Verify CDL and write expiration date on sign- in sheet
 - Sign employee into testing location on their Drug/Alcohol DOT Random Testing Confirmation Form
 - Give employee a number to be called. A= Alcohol test, D= Drug test
 - Give employee Centra Care form to be filled out
 - Have employee sign in on sign-in sheet
 - Notify employee to keep their ID out for Centra Cares review
- Have 1 person calling numbers back to be tested by Centra Care Reps
 - **Alcohol tests get priority due to time restraints for accurate testing**



- Review sign-in sheet throughout testing, check KRONOS to ensure employee clocked in for work – if they are not at site – contact HR Rep.
- If a large # of employees from one department/division have not shown up at testing site before the close of the window – contact the HR Rep for verification that employees were notified.
- Once employee has completed testing, Caller will sign them out on their Drug/Alcohol DOT Random Testing Confirmation Form

After Testing

- Once testing is complete, review sign-in sheet for employees who did not show up for testing.
 - o Compile names from each department and send an email to the designated CDL Drug Testing HR Rep for review
 - Template email found in XXXXX folder
 - o Make sure all employees selected for the CDL Testing are accounted for by end of day
- If an employee is at work and did not report to CDL Testing, they must go to a Centra Care location immediately.
 - o HR Service Center must call selected Centra Care location for a heads up and fax Authorization for Services Form
 - Authorization for Services form is located in XXXXX folder
- Create coversheet for Sign in Sheet.
 - o Coversheet template located in XXXX Folder
- Place Coversheet with complete sign in sheet in DT Binder
- When invoice comes, check for accuracy



Communication to HR and Management

Random Drug & Alcohol Screening

WHEN: DATE OF TEST

WHERE: Facilities Management Training Room

Please return the completed "Notice to Management" Form(s) to EmployeeRelations@ocfl.net by 4:00 p.m. today.

HR SERVICE CENTER:

- Please deliver notification letters and a copy of Testing Reminder document for employee to appropriate on-duty management/supervisors for distribution to employee(s) by _____.
- Collect all Orange County notification forms from the respective management upon the completion of the employees test and/or forms for employees who will be out of the office.
- **Please continue to check KRONOS to verify whether or not the employee is on duty and provide regular status updates to Compliance and Employee/Labor Relations.**

DEPARTMENT MANAGEMENT:

- Please ensure that a supervisor is present at the testing location. Supervisors will be assigned a designated seating area.

*Employees who are traveling with a crew can go to the Facilities Management Training together, however, should only enter the building for testing at their scheduled appointment time.

Time:

Please see the attached spreadsheet for appointment information

Location:

Facilities Management Training Room
2010 E. Michigan St
Orlando, FL 32806
(Behind the Family Services and Juvenile Court Building)



****REMINDERS****

- E-mail the completed "Notice to Management" form to your HR Service Center no later than 4:00 PM today.

When Employee *is* at Work on Day of Testing:

- Please complete SECTION I of the attached Orange County notification form(s), distribute form(s) and a copy of Testing Reminder document for employee to selected employee(s) at the start of their shift on _____ and send employee to the Facilities Management Training Room
- If an employee has been selected for a Drug and Breath Alcohol Test, they will need to take BOTH notification forms with them to the Facilities Management Training Room.
- Upon the employee's return to their respective work location, please complete SECTION III of the Orange County notification form(s) and submit it to your respective HR Service Center.

When Employee *is* at Work on Day of Testing but Starts after 10 AM:

- The employee must report to one (1) of the five (5) designated Advent Health Centra Care locations for CDL Random Testing immediately, at the start of their shift, for off-site CDL random testing.
- Please provide employee with their Advent Health Centra Care notification form(s) and a copy of Testing Reminder document for employee at the start of their shift on _____, and send employee to one (1) of the five (5) designated Advent Health Centra Care locations to be tested.
- If an employee has been selected for a Drug **and** Breath Alcohol Test, they will need to take **BOTH** notification forms with them to the Advent Health Centra Care Location.
- Upon the employee's return to their respective work location, please forward the Advent Health Centra Care notification form(s) to your HR Service Center.

When Employee *is Not* at Work on Day of Testing:

- Please indicate the reason for absence in SECTION I of the attached Orange County notification form(s), sign / date the form, and forward the form(s) to the HR Service Center.



- Immediately at the start of their next scheduled shift, the employee should be provided with their Advent Health Centra Care notification form(s) and a copy of Testing Reminder document for employee and sent to one (1) of the five (5) designated Advent Health Centra Care locations for CDL Random Testing.
- If an employee has been selected for a Drug **and** Breath Alcohol Test, they will need to take **BOTH** notification forms with them to Advent Health Centra Care.
- Upon the employee's return to their respective work location, please forward the Advent Health Centra Care notification form(s) to your HR Service Center.

Let us know if you have any questions.

Thank you,

**HR Compliance Employee/Labor Relations
Human Resources Division**

Human Resources Administration
Internal Operations Centre I, 1st Floor
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