

ADMINISTRATIVE ORDER

OF THE

JEFFERSON COUNTY COMMISSION

NO. 91-6 AMENDED FEBRUARY 21, 1995 AND MAY, 1997 AND SEPTEMBER, 2010

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued.

PURPOSE

To establish the Jefferson County Drug/Alcohol
Free Workplace Policy and Procedure

GENERAL POLICY

Jefferson County employees are a most valuable resource and their health and safety is therefore a serious concern. The County intends to provide a safe and efficient working environment for its employees and as a result will not tolerate drug or alcohol use which imperils the health, safety, and well being of its employees or any aspect of the County's operations.

It is the intention of this policy to eliminate the substance abuse and its effects in the workplace. While Jefferson County has no intention of invading the private lives of its employees, involvement with drugs and alcohol off the job can adversely affect performance and employee safety and efficiency on the job. Employees who think they may have a drug or alcohol problem are encouraged to seek assistance. While the County will work with those employees who are seeking professional help, it will also be firm in enforcing the policy against those identified as substance abusers who are not seeking help.

Jefferson County is committed to maintaining a safe and healthy environment for all of its employees and to eliminating any potential for substance abuse. As a result, the County has adopted and will enforce the following Drug and Alcohol Policy.

1. DEFINITION

As used herein the following term shall have the meaning hereby ascribed to it:

“County Supervisor” shall mean a department head or other head of a division or section who reports directly to a County Commissioner or to a Probate Judge or the Family Court Judge and who is evaluated directly by a County Commissioner or by a Probate Judge or a Family Court Judge.

In the Sheriff’s Department “County Supervisor” shall mean individuals with the rank of captain or above.

2. AUTHORIZED PRESCRIBED MEDICINE

The use of physician prescribed or over-the-counter medications and drugs will not be per se a violation of this policy. However, any employee who is taking any medication or drugs which could interfere with the safe and effective performance of duties or operation of vehicles or equipment shall notify his/her supervisor before beginning work. Failure to do so may result in disciplinary action including termination.

If there is a question regarding such employee's ability to safely and effectively perform assigned duties, pre-clearance from a physician will be required.

3. PROHIBITIONS

The following conduct is expressly prohibited and violations shall result in disciplinary action which may include termination:

- (1) Unauthorized use, consumption, possession, manufacture, growth, distribution, dispensation or sale of controlled substances or illegal drugs or drug paraphernalia on County premises, in County supplied vehicles, or in any County work area.
- (2) Unauthorized use, consumption, possession, manufacture, distribution, dispensation or sale of alcohol, while on duty, on County premises, in County supplied vehicles, or in any County work area.
- (3) Being under the influence of an unauthorized, or controlled substance, or illegal drug or alcohol, on County premises, in County supplied vehicles, or in any County work area.

The use or possession of alcohol or illegal drugs off County premises and while not on duty may be cause for discipline where such conduct can be shown to have a direct and material adverse impact on the County's interests, including public image.

A conviction of an employee for the sale of or possession with intent to sell illegal drugs at any time or place is cause for immediate dismissal.

4. SEARCHES

Jefferson County reserves the right to search for evidence of prohibited conduct at anytime and without notice or employee consent, all areas and property, real or personal, which are owned or controlled by the County or where the County has the right to control, including joint control with an employee. Such areas and property include, but are not limited to, Jefferson County owned or leased or controlled buildings, parks, land, motor vehicles, desks, lockers, files, storage containers.

With respect to personal property not owned or controlled by the County, but which is in possession or control of the employee on County premises or located in a County supplied vehicle or in a County work area, and where any Supervisor has a reasonable suspicion to believe that an employee is intoxicated or under the influence of alcohol or drugs, and where alcohol or drugs are suspected to be inside such personal property, the employee may be ordered to submit said personal property to a search. Such may include orders to unlock and open vehicles, tool boxes, lunch boxes, lockers, etc., and to turn inside out clothing pockets and billfolds, purses, envelopes, sacks, etc. The refusal of the employee to comply with such order may be cause for discipline including termination.

5. TESTING

A. Pre-employment and Promotion or Transfer to Safety Sensitive Positions.

Jefferson County shall require as part of the employment process that all applicants for initial employment to any position, and all applicants for appointments or promotion or transfer to any safety sensitive positions (as defined in paragraph e. below), must submit to a pre-employment or pre-appointment drug and alcohol screening/testing in order to determine the individual's suitability for employment or appointment. The results of such screening/testing will be revealed to the applicant. In the case of a positive drug result, the applicant will be allowed to request a confirmatory test. Such re-test shall be coordinated by the Director of Human Resources. Such re-test shall be performed on the original specimen provided by the applicant and shall be at the applicant's expense. Additionally, such applicant shall be given an opportunity to provide a valid prescription for any drug identified in the drug screening/testing. The applicant will be informed if the reasons for rejection for employment or appointment include the results of the screening/testing.

An employee-applicant who screens/tests positive for alcohol or drugs without such valid prescription will be in violation of this policy and shall be rejected for employment or appointment and, if already employed, shall be subject to disciplinary action, including termination. Refusal of an employee-applicant to submit to the screen/test will be cause for rejection for the appointment as well as disciplinary action, including termination if currently employed.

B. Regular Physical Examinations

Whenever Jefferson County's standard policy requires an employee in a "safety sensitive" position to undergo a physical exam, that examination may include a breath, saliva, urine and/or blood test for alcohol and drugs. Such physical examinations shall be coordinated with the Director of Human Resources. Opportunity for confirmatory testing shall be provided as set out in 5.A. above. An employee who tests positive for alcohol or drugs during such a physical exam will be in violation of this policy. Refusal of the employee to submit to the test will be cause for discipline including termination.

C. Accidents Resulting in Property Damage

Any employee involved in a motor vehicle accident while operating a County vehicle or any job-related motor vehicle accident or any other accident which results in property damage will be required to submit to drug or alcohol testing. After the accident the employee will be taken to a collection site to provide the required urine and/or blood and/or breath or saliva specimen as soon as possible after the accident.

County Supervisors are authorized to require drug or alcohol testing by reason of such accident. Non Sheriff's Department County Supervisors should consult with the Director of Human Resources where possible before ordering such testing. All cases involving post accident testing must be immediately reported in writing to the Director of Human Resources. Such reports shall detail the specific facts, symptoms or observations which formed the basis for the determination to require testing. The record of the test results shall be included with the report to the Director of Human Resources.

The facts underlying the determination to require testing shall be disclosed to the employee at the time the order is given.

An employee who tests positive for drugs or alcohol as a result of such testing will be in violation of this policy. Opportunity for confirmatory drug testing shall be provided as set out in Paragraph 5.A above.

D. Reasonable Suspicion Testing

Whenever a County Supervisor has a reasonable suspicion to believe that an Employee on duty or scheduled for duty is intoxicated or under the influence of alcohol or drugs, the employee may be ordered to submit to a drug and/or alcohol test. Refusal of an employee to submit to the test will be cause for discipline including termination.

“Reasonable Suspicion” is that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause.

Such “reasonable suspicion” must be based on specific objective facts or reasonable inferences drawn from facts that would cause a reasonable person to suspect that the employee is or has been using drugs or alcohol.

Such “reasonable suspicion” facts include but are not limited to any one or more of the following:

1. Direct observation of prohibited drug or alcohol use.
2. Slurred speech.
3. Alcohol beverage odor on breath.
4. Unsteady walking and movement
5. An accident involving County property.

6. Physical altercation.
7. Verbal altercation.
8. Lapse in cognitive abilities.
9. Aggressive, hostile, threatening, disruptive or unusual behavior.
10. A report of prohibited drug or alcohol use provided by a reliable and credible source.
11. Evidence that a drug or alcohol test of the employee has been tampered with.
12. Evidence that the employee is involved in the use, possession, sale, solicitation or transfer of prohibited drugs.
13. Tardiness or absence indicative of off-duty use of alcohol or prohibited drugs, which renders the employee unable or unwilling to perform duties.

E. Random Testing

(1) Safety Sensitive Positions.

In addition to the testing situations described above, individuals employed in safety sensitive positions shall be subject to testing on a random basis. The random basis means that every member of the safety sensitive population has an equal chance of being selected for testing. The County Commission in consultation with the Sheriff, the Director of Human Resources, and other elected officials shall determine the frequency and number of such random selectees to be tested.

A "safety sensitive" position is a position which involves the use of dangerous equipment which may cause serious injury or harm to the operators or others or a position which involves duties, functions or situations which have the potential of causing serious injury or harm to the employee or others. Safety sensitive positions include but may not be limited to the following:

- 1) Sworn law enforcement personnel;
- 2) Sheriff's Department radio dispatchers;
- 3) Sheriff's Department property clerks;
- 4) Sheriff's Department medical assistants – Correctional;
- 5) Juvenile Detention Officers;
- 6) Senior Juvenile Detention Officers;
- 7) Principal Juvenile Detention Officer;
- 8) Probation Officer;
- 9) Senior Probation Officer;
- 10) Principal Probation Officer;
- 11) All operators of large equipment including construction equipment operators and heavy equipment operators, Skilled Laborers, Construction Supervisors and Street Paving Supervisor, and Labor Supervisors;
- 12) Operators of vehicles or equipment requiring the commercial drivers license;
- 13) Security guards;
- 14) Truck weight inspectors;
- 15) Revenue agents – carrying fire arms;
- 16) Explosive Technician;
- 17) Licensed Practical Nurses;
- 18) Registered Nurses
- 19) Registered Pharmacists;
- 20) Pharmacy Technicians;
- 21) X-Ray Technicians.

Additional job classifications may be added by the County Commission.

(2) Commercial Drivers.

In addition to the testing situations described above, individuals employed as operators of vehicles or equipment requiring the commercial drivers license (CDL) shall be subjected to additional alcohol and drug testing on a random basis as required by 49 Code of Federal Regulations Part 382, as amended. The random basis means that every holder of the commercial driver's license has an equal chance of being selected for testing.

At least twenty-five percent of the County's CDL holders and individuals employed in safety sensitive positions shall be random tested for alcohol during each calendar year. At least fifty percent of the County's CDL shall be random tested for controlled substances during each calendar year.

The Director of Human Resources shall comply with all reporting and record keeping requirements of 49 Code of Federal Regulations Part 382, as amended.

F. Return to Duty from Suspension without Pay

In addition to the testing situations described above, individuals employed in safety sensitive positions (as defined in paragraph E. above) shall be subject to testing upon return to duty from disciplinary suspensions without pay. An employee who tests positive for alcohol or drugs will be in violation of this policy and may be subject to further disciplinary action including termination. Refusal of an employee to submit to the screen/test will also be cause for disciplinary action including termination.

G. On the Job Injuries

In addition to the testing situations described above, all employees who are injured on the job or who claim to have been injured on the job shall be required to submit to testing as soon as possible after the accident or injury. Employees who require emergency medical treatment for any on the job injury will be ordered by a County supervisor to report to a collection site as soon as the medical emergency is solved. All other employees shall be ordered to report to a collection site by a County supervisor immediately after the occurrence of the injury or accident, or immediately after the employee gives notice of an on the job injury, whichever occurs first.

Employees who are unable to drive to the collection site will be transported by the County supervisor or designee.

If an employee refuses to go to the collection site or fails to provide a blood, urine or saliva sample as required for testing within the time set forth in this Administrative Order, the County supervisor shall immediately advise employee in writing that such refusal will result in the forfeiture of all compensation to which the employee may be entitled under the workmen's compensation law of the State of Alabama and all injury with pay leave which the employee may otherwise receive. The County supervisor shall also immediately advise the County Attorney of the injured employee's refusal to cooperate in providing a specimen for testing.

Employees who refuse to go to a collection site or who fail to provide a blood, urine or saliva specimen as required for testing within the time set forth in this Administrative Order shall forfeit all benefits under the workmen's compensation law of the State of Alabama and all injury with pay leave. Such refusal shall constitute a violation of this Order and shall result in disciplinary action which may include termination of employment.

6. TESTING PROCEDURES

Applicants and employees subject to testing will be requested to sign, prior to testing, an approved form consenting to the testing and to the release of the test results to the County's Human Resources Department. Absent such signature, the testing provider will note on the form the individual's refusal and attempt to go forward with the test.

Continued refusal by the employee constitutes failure to obey an order to submit to the test and is grounds for disciplinary action including termination. The failure of an employee to provide a urine specimen within two hours of the request at the test site is tantamount to a refusal. Refusal by and applicant to sign the consent form and/or be tested shall be grounds for rejection of the application.

The drug and/or alcohol analysis may test for alcohol or a controlled substance which could impair an employee's ability to safely or effectively perform the functions of his/her job. Controlled substances means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, prescription medications, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana, and other cannabinoids.

Lab reports and/or test results will not be placed in the employee's personnel record. This information will remain in a separate record that will be securely kept under the control of the Director of Human Resources. Test results will only be released by the Director of Human Resources to County management on a strictly need to know basis and the tested individual upon request. Such release may also occur in case of the following events:

- A. The information is compelled by law or by judicial or administrative process; including disciplinary proceedings.
- B. The information is needed as evidence in a disciplinary hearing involving the subject employee.

- C. The information is needed to determine eligibility for employee benefits including, sick leave, disability pension, retirement benefits.
- D. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

7. DRUG/ALCOHOL SCREEN ANALYSIS

Alcohol

For purposes of this prohibition, an employee shall be deemed to be “under the influence” of alcohol where a blood alcohol content by weight of alcohol exists in the person’s blood as follows: employees employed in “safety sensitive” positions - .04 percent or more -- all other employees - .06 percent or more. An employee may be found to be “under the influence” where a blood alcohol content by weight of alcohol exists in the person’s blood is less than the foregoing amounts and other competent evidence shows job performance or employee safety to be affected.

Testing for alcohol violations may be performed by the Jefferson County Sheriff’s Department or other certified public or private testing facility. Such testing will be conducted in accordance with the usual protocol of the Department or testing facility. Tests will be performed on the breathalyzer by certified operators. Other certified alcohol testing devices that become available may be used under this policy. Test results shall be provided to the appropriate County supervisor and to the Director of Human Resources.

Drugs

The drug screen analysis will include those agents that most frequently are the drugs of abuse. The list will be subject to review and modification.

Two types of drug tests may be employed: initial screenings tests, often referred to as color tests; and confirmatory tests. Initial screening (color) tests are designed to distinguish negative from presumptive positive samples. Confirmatory tests positively identify a drug or metabolite when preliminary or field tests indicate their presence.

A. Each drug screening may include a test for the following illicit narcotics or drugs:

- (1) Amphetamines (Benzedrine, Dexedrine, Methamphetamine)
- (2) Barbiturates (Seconal, Phenobarbital, Pentobarbital)
- (3) Cannabinoid metabolites (marijuana, Hashish, THC)
- (4) Opiate derivatives (Heroin, Morphine, Codeine)
- (5) Cocaine metabolites (Benzoylgonine, Ecgonine, Crack)
- (6) Phencyclidine (PCP)

B. Drug screening technologies may include:

- (1) Enzyme Immunoassay (EIA)
- (2) Radioimmunoassay (RIA)
- (3) Fluorescence Polarization Immunoassay (FPIA)
- (4) Mass Spectrometry (MS)
- (5) Intoxilyzer Model 5000 (for alcohol)
- (6) Field Tests such as Abuscreen (R) Assays

Other tests may be added as soon as they are generally accepted as accurate and reliable.

C. Thresholds have been established which set the limits at which a drug test may be called positive. Specimens containing the drug or metabolite above the threshold are identified as "positive," and below the threshold identified as "negative."

All specimens identified as positive on the initial test shall be confirmed.

The initial and confirmatory drug test cutoff values promulgated by the Department of Health and Human Services (Federal Register, Vol. 53, No. 69, published April 11, 1988), and as amended, are hereby adopted as the cutoff values for this policy. These test levels are subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of these substances at other concentrations.

Threshold levels specified by the reagent manufacturers will be used for drugs or compounds not listed in the Federal Register, or specified by law.

8. DRUG TESTING PROTOCOL

A protocol for drug testing will be followed to insure that a suitable specimen is collected, the chain of custody is maintained, and the personal integrity of the applicant/employee is considered. All activities associated with drug testing will be considered highly confidential and personal. The protocol followed will be that promulgated by the National Institute on Drug Abuse in its publication URINALYSIS COLLECTION HANDBOOK FOR FEDERAL DRUG TESTING PROGRAMS.

Normally, direct observation (collector seeing urine pass into the collection container) will not be done, although it is permitted if there is reason to believe it is warranted.

A. The goals of the protocol are to:

- (1) Prevent adulterating or tampering with the specimen.
- (2) Provide documentation of all personnel who handle the sample.
- (3) Insure that no unauthorized access to the specimens is possible.

- (4) Insure the specimen is handled in a secured manner.
- (5) Insure the specimen belongs to the individual whose information is printed on the label.
- (6) Maintain the employee/applicant's confidentiality.

B. The facilities used to collect the specimen may:

- (1) Have a bluing agent in the toilet bowl.
- (2) Not have tempered water available in the room.
- (3) Have the transfer/documentation location within five feet of the collection station.
- (4) Provide a secure area for the individual to leave his coat, purse, briefcase or personal property.

C. The collection procedure should be substantially as follows:

- (1) The individual will report to the designated facility at a specified time with two forms of identification. At least one of them should have a picture of the individual being tested on it.

If the basis for the drug test is "reasonable suspicion" the employee will be transported to the facility. The employee will not be allowed to drive. Failure to report to the test site as directed will be considered a refusal to take the test.

- (2) The identification will be presented to the laboratory agent who will compare the picture with the individual reporting for the test. The laboratory agent may then photocopy the identification for the file, and will enter the name and other identifiers on the chain of custody form and in the permanent record book.
- (3) The employee/applicant will sign authorization and release forms, and provide the laboratory agent with a list of prescribed drugs during the last three weeks.
- (4) The laboratory agent will ask the person being tested to remove all unnecessary outer garments and bags.
- (5) The person being tested may then wash and dry their hands.

- (6) The person being tested will then be provided with a specimen collection container.
- (7) The person will be given all adequate time to provide the specimen. In the event that the person cannot produce a specimen, the person will remain at the test site for up to two hours. If a suitable specimen is not provided in that time it will be considered that the person is refusing to provide a specimen and that person will be taken "out of service" until the matter is resolved. Disciplinary action will be taken unless a letter of explanation acceptable to the Director of Human Resources or the Sheriff (for Sheriff's Department personnel) is provided by a licensed physician.
- (8) The collector will receive the specimen from the person being tested.
- (9) The collector will transfer the specimen from the collection container to a specimen bottle while being observed by the individual being tested.

D. Duties of the collector are to:

- (1) Ensure that a minimum of 60ml. (2 oz.) of urine is in the specimen bottle.
- (2) Measure the temperature of the specimen and determine that it is within 90.5 to 99.8 degrees Fahrenheit.
- (3) Inspect the specimen's color and look for any signs of contaminants.
- (4) Place a tamper proof seal over the bottle's cap and down the sides of the bottle.
- (5) Have the person being tested place their initials on the security tape (seal) verifying that the sample was sealed in their presence.
- (6) Enter all information on the chain of custody form and have the person being tested sign to certify that the specimen being collected is the one the person provided.

9. ACCEPTABLE LABORATORIES

Only laboratories currently certified to meet Subpart C of Mandatory Guidelines for Federal Workplace Drug Testing programs (53 FR, 11986) may conduct confirmatory drug tests.

- A. Chain of custody procedures will be followed.
- B. Specimens found to be positive will be maintained (frozen) for one year, unless the laboratory is otherwise directed.
- C. An inadvertent failure to comply with a requirement of this protocol which does not render the test result unreliable shall not prevent the County from imposing disciplinary action, including termination, against the employee.

10. PROGRAM ADMINISTRATION

The Director of Human Resources is responsible for the overall administration of the program. Responsibilities are to:

- A. Prepare a report outlining the number of tests given; the basis of the tests (random, pre-employment, post accident, etc.); the results on a summary basis; and the costs incurred in the program. The report shall be submitted to the County Commission on a quarterly basis.
- B. Provide department heads with the names of employees selected at random to be tested.
- C. Assist department heads in the administration of the County's Drug Free Workplace Program.

- D. Assist employees who voluntarily come forward to get assistance with any substance abuse problems they have.
- E. Receive the results of all drug tests and maintain the information in a secure file for a minimum of five years. When positive results are received, notify the appropriate department head. The department head will provide the person tested with an opportunity to explain the results prior to personnel action being taken.
- F. Designate collection sites and perform other actions necessary to implement this executive order.

11. CONSEQUENCES FOR VIOLATION OF THIS POLICY

The County will allow all applicants and employees who test positive for alcohol and/or drugs the opportunity to explain the test results prior to taking an adverse action.

Violation of Jefferson County's Alcohol and Drug policy may result in severe disciplinary action, including discharge for a first offense at the County's sole discretion.

The County will routinely discharge employees in sensitive or non-sensitive jobs in the following cases:

- When the employee uses, possesses, manufactures, grows, distributes, dispenses, or sells controlled substances, illegal drugs or drug paraphernalia on County premises or in County supplied vehicles, or during working hours;
- When the employee stores in a locker, desk, automobile or other repository on County premises any illegal drug, drug paraphernalia or any controlled substance whose use is unauthorized;
- When the employee is convicted under any criminal drug statute for a violation occurring on or off the job;

- When the employee switches, tampers or adulterates, or attempts such switching, tampering or adulteration, of a urine or other specimen provided for testing;
- When the employee refuses to consent to testing or to submit a breath, saliva, urine or blood specimen for testing when ordered by management;
- When an employee fails to fulfill the terms of a drug/alcohol assistance option or last chance agreement.

12. EMPLOYEE'S DRUG/ALCOHOL ASSISTANCE OPTION

Jefferson County is committed to providing reasonable accommodations to those employees whose drug or alcohol problem classifies them as handicapped under 29 U.S.C. 706(8) (A) & (B) or other laws.

An employee who voluntarily reveals an alcohol/drug problem to the Director of Human Resources (1) before being notified of selection for an alcohol or drug test, and (2) before testing positive for alcohol and/or drugs, and (3) before other discovery of any alcohol/drug problem; may voluntarily enroll in a drug or alcohol rehabilitation program.

An employee enrolled in a program may be offered an opportunity to sign a "last chance agreement."

The agreement would temporarily suspend the County's plan to take disciplinary action against the employee upon the employee's agreement to attend and complete the rehabilitation program at the employee's expense.

The rehabilitation provider may be selected by the employee but must be approved by the Director of Human Resources. Following completion of the program and submission of a certificate of fitness from a qualified physician or counselor confirming fitness to return to work in the same classification and job responsibilities, the employee may be returned to work.

As a condition for return to work, the employee may be required to participate in a maintenance treatment program and submit to testing for a period of one year following completion of the rehabilitation program. Failure of the employee to satisfactorily complete the program or to fulfill any terms of the agreement will be grounds for disciplinary action including termination. Upon satisfactory employment performance and completion of the one year of maintenance and testing the disciplinary action may be dropped.

13. CONDITION OF EMPLOYMENT

Compliance with the County's Alcohol and Drug Policy is a condition of employment. Failure or refusal of an employee to fully cooperate, including failure to submit to inspections or tests called for by the Policy or to fulfill agreements will be grounds for disciplinary action including termination.

14. REQUIREMENTS OF THE DRUG FREE WORK PLACE ACT OF 1988

The Drug Free Work Place Act of 1988 requires Jefferson County, a recipient of certain federal grants, to certify to The United States Government that it will maintain a drug free work place. As part of that required certification and consistent with existing personnel policies, employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in our work place.

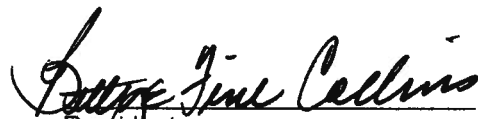
“Controlled substance” means a controlled substance as defined in the Schedules I through V of Section 202 of the Control Substance Act (“I USC Section BR and as further defined in the Federal Regulations at 21 CFR Section 1308, 11 through 1303 15 and other federal and state laws. Any employee who violates this policy may be subject to discipline up to and including termination by the appropriate authority.

Pursuant to the requirement of the Act, each employee is hereby notified that as a condition of employment, the employee will: (1) abide by the Jefferson County Drug/Alcohol Free Work Place Policy as set forth above, and (2) notify Jefferson County (specifically the Director of Human Resources) of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. The Director of Human Resources shall notify the Department of Housing and Urban Development, or any other agency as required by law, of such conviction within ten (10) days of receiving notice thereof. Within the same ten (10) day period, appropriated remedial steps or sanctions shall be taken against the employee which may include termination of employment by the appropriate authority.

15. EFFECTIVE DATE

This Amended Administrative Order shall be effective October 1, 2010.

ORDERED at the Jefferson County Courthouse to be effective October 1, 2010.


President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 9-28-10
MINUTE BOOK: 160
PAGE(S): 467-474