

EMPLOYEE INDIVIDUAL NOTICE TESTING DESIGNATED POSITION (TDP)

To: All Employees
From: General Manager
Subject: Individual Notice - Testing Designated Position (TDP)
Date: 26 August 2019

Pursuant to the Consolidated Commission on Utilities (CCU) Resolution No. 27-FY2019, approved the implementation of GWA's (Revised) Drug and Alcohol-Free Workplace Policy effective 01 October 2019. The policy includes random drug testing and it has been determined that your position meets the criteria identified as a testing designated position (TDP). Therefore, you may be subjected to random drug testing through a scientifically valid computer generated method by a certified laboratory.

Selection for random drug testing will be based on the entire population of GWA list of employees holding TDP positions, with an equal chance at being tested each quarter. Every employee selected for random testing must be tested unless that employee is excused by the General Manager for reasons such as long-term leave, disability or termination of employment.

In the event a urine specimen tests positive, the employee will be given an opportunity to provide a legitimate medical explanation. If the medical review officer (MRO) determines and certifies that the employee's explanation for use of over-the-counter or prescription drugs is of reasonable cause, the test result will be communicated to Guam Waterworks Authority as negative. Any employee who tests positive shall immediately be relieved from duty, surrender any property of the Authority, placed on paid administrative leave, and sent home pending disciplinary action.

Refusal to participate in a drug test or failure to report for testing will be considered the equivalent of receiving a confirmed positive test result. This refusal is a conclusive violation of the Guam Waterworks Authority's Drug and Alcohol-Free Workplace Policy and will subject the employee to immediate termination.

By acknowledging receipt of this notice, the employee provides consent to any and all testing required to comply with section IV (I), Random Testing of the GWA Drug and Alcohol-Free Workplace Policy.

EMPLOYEE INFORMATION:

I acknowledge receipt of this notice, read and understood its contents. I voluntarily and willingly admit to participate without pressure, intimidation or harassment, on the part or management in signing this agreement. I understand that failure to adhere to the terms of this notice will be subject to immediate termination.

Employee's Name & Badge #: _____

Date of Birth: _____ **Social Security # (last 4):** XXX-XX- _____

Position Title: _____

Division: _____ **Section:** _____

Employee Signature: _____ **Date:** _____

HUMAN RESOURCES:

DAFWP Representative (Print Name)

Signature and Date

Zina Pangelinan-Charfauros

Personnel Services Administrator

Signature and Date