



INTERNAL MANAGEMENT POLICY & PROCEDURE

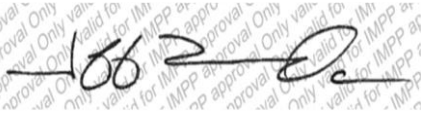
Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 02-110D

PAGE #: 1 of 9

HUMAN RESOURCES: Substance Abuse – Employees, Contract Employees and Volunteers

Original Date Issued: 12-22-15 Replaces IMPP Issued: 12-22-15 **CURRENT EFFECTIVE DATE: 10-14-23**

Approved By: , Secretary Next Scheduled Review: 12/2026

POLICY

To preserve Department security and to protect the personal safety of fellow employees, contract personnel, volunteers, offenders, and the general public, employees, volunteers and contract personnel shall not be permitted to perform their duties or enter upon the premises of departmental facilities or offices while under the influence of alcohol, the illegal use of drugs, and/or controlled substances.

DEFINITIONS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol Use: The consumption of any beverage, preparation, or mixture, including any medication, containing alcohol.

Appointing Authority: The person designated pursuant to IMPP 02-109D for each respective division or facility of the department.

Controlled Substances: Marijuana/cannabinoids (THC), cocaine metabolites, opiates, phencyclidine (PCP), amphetamines/methamphetamine.

Contract Personnel: Any person employed by an entity under contract to provide services to the Kansas Department of Corrections.

Designee: For the purposes of this IMPP, any person approved by the Department of Administration's Office of Personnel Services and the Department of Corrections' Central Office Human Resources Division to receive the results of employees' drug or alcohol tests.

Director: Director of the Office of Personnel Services, Department of Administration. When the term "Director" is used in this IMPP, it means the Director himself or herself or designee.

Employee: For purposes of this policy, any person employed full-time or part-time by the Kansas Department of Corrections. The term shall not include any person employed by an entity under contract to provide services to the Kansas Department of Corrections.

Governor's Trainee: A person employed under the provisions of the Governor's Trainee Program as defined by

K.A.R. 1-6-31. Such program is intended to attract and provide career development opportunities for persons in certain protected group classes that are determined to be underutilized in a civil service class series or EEO job category within the agency.

Preliminary Breath Testing (P.B.T) instrument: An approved device for testing staff for suspected alcohol consumption or intoxication. This device is called the Alco-Sensor FST.

Reasonable Suspicion: A subjective suspicion supported by objective, articulable facts that would lead an experienced and prudent person to suspect that an individual has consumed alcohol and/or illegal drugs.

Safety Sensitive Position: All state law enforcement officers who are authorized to carry firearms, and special enforcement parole officers, corrections officers, juvenile corrections officers, and any other employee required to obtain and retain firearms certification as a condition of employment with the Department, and all other designated positions included in the State's drug screen program by statute or regulation, including the Secretary of Corrections, all parole officer positions, and all state employees with regular access to secure facilities of a correctional institution.

State Plan: State of Kansas Alcohol and Controlled Substance Testing Program for Commercial Drivers.

Volunteer: Any person who works at a facility or for the KDOC on a voluntary basis (including interns), who has completed the minimum required volunteer training program.

PROCEDURES

I. Use or Suspicion of Use of Alcohol or Illegal Drugs by Employees, Contract Personnel and Volunteers

- A. No employee, contract personnel or volunteers shall report for duty/work or enter upon the grounds of a facility, office, or departmental premises who appears to be or is under the influence of alcohol or illegal drugs.
 - 1. The determination of the appearance of an employee, contract personnel, or volunteer being under the influence of alcohol or illegal drugs shall be made following the observation and reporting of suspicion/concern regarding the employee, contract personnel or volunteer by at least two (2) other staff persons.
 - 2. No employee, contract personnel, or volunteer shall report for duty/work, enter upon the Department's property, or represent the Department in any official capacity within six (6) hours of consuming alcohol or at any time with the odor of alcohol on his or her breath.
- B. Employees, contract personnel, and volunteers shall report to their immediate supervisors the name of any employee, contract personnel, or volunteer who reports for duty/work or enters upon the grounds of a facility, office, or other departmental premises, whether on duty or off duty, who is suspected of being under the influence of alcohol or the illegal use of a controlled substance.
 - 1. All such reports shall be advanced through established lines of authority within the employee's, contract personnel's, or volunteer's work facility/office.
 - a. In the event of an evening or weekend, the Facility Duty Officer shall be notified.
 - 2. Employees, contract personnel, and/or volunteers who have knowledge or a reasonable suspicion of another person's use or abuse of alcohol or the illegal use of a controlled substance which may affect that person's ability to perform assigned duties or which may affect the safety or security of the facility, staff, volunteers, or offenders shall be required to report such knowledge or suspicion.
 - 3. Failure by an employee to report such knowledge or reasonable suspicion to the immediate supervisor or the facility duty officer shall be cause for disciplinary action.

- a. Failure of contract personnel or a volunteer to report such knowledge or reasonable suspicion to the immediate supervisor or the facility duty officer may result in that person being temporarily or permanently barred from departmental premises.

II. Screening of Candidates for Safety-Sensitive Positions and Certain Contract Personnel

- A. All candidates selected for hire into safety-sensitive positions, excluding those transferring, promoting, or demoting from other safety-sensitive positions within KDOC or another State of Kansas agency, shall undergo pre-employment screening for the use of controlled substances.
 1. The offer of employment in a safety-sensitive position is conditioned upon the candidate receiving a negative result on a controlled substances test. Positive test results shall result in the conditional offer of employment being withdrawn.
 2. All screening for controlled substances shall be in accordance with the provisions of K.A.R. 1-9-19a.
- B. All contract personnel selected by contractors for placements entailing regular access to departmental facilities, excluding those transferring, promoting, or demoting from similar positions, shall undergo pre-placement screening for the use of controlled substances.

III. Reasonable Suspicion Screening for the Illegal Use of a Controlled Substance by Persons in Designated Positions

- A. All persons employed in designated positions, as defined by K.S.A. 75-4362(g), 2016 Supp. 21-5914 and 2016 Supp. 38-2302, are subject to screening for the illegal use of controlled substances based upon reasonable suspicion of such use (as defined in K.A.R. 1-9-19a[1]) by that employee. When reasonable suspicion exists:
 1. The employee shall be informed in writing that submitting to a drug screening is a condition of continued employment.
 - a. The written notice shall contain information specific to the basis for the reasonable suspicion, methods of drug screening which may be used, substances which may be identified, confidentiality of individual test results, and consequences of refusing or otherwise failing to submit to the drug screen or to sign consent forms.
 2. The human resources office of the employing facility or office shall schedule a drug screening appointment with an approved drug screen program collection site within one business day of the suspected actions or of the discussion with the employee, give the employee verbal and written notice of the time and location of the test, provide the employee a State of Kansas Collection Site Passport (Department of Administration Form DA 231), and request the employee to sign and date an Acknowledgment Form (Department of Administration Form DA 412). If reasonable suspicion exists that the employee is currently under the influence of a controlled substance:
 - a. He or she shall be directed to remain in a designated safe location within the office or facility and not allowed to participate in any work activity until transportation to his or her home or to the testing site can be arranged;
 - b. The employee shall be given a direct order prohibiting him or her from operating a motor vehicle to leave the site;
 - c. If the person attempts or indicates an intention to operate a vehicle, the appointing authority or designee shall notify the local law enforcement authorities and shall advise the person of the notification;

- d. The employee shall not be allowed to return to duty until the agency receives the drug screening results.
- 3. Refusing or otherwise deliberately failing to participate in the drug screen process shall subject the employee to formal disciplinary action.
- 4. If the employee's drug screen is a confirmed positive for the illegal use of a controlled substance and it is the employee's first confirmed positive, the employee shall be required to contact the Employee Assistance Program (EAP) within 24 hours and shall be required to participate in, and successfully complete, a course of treatment prescribed by the EAP provider or a designee.

OR

A confirmed positive result shall be cause for proposing dismissal if the employee is on temporary or Governor's Trainee (original appointment) status, on an original probationary period, or has previously had a confirmed positive drug screen for the illegal use of a controlled substance,

- a. No other disciplinary action may be taken against the employee as a direct consequence of receiving a confirmed positive result. However, nothing in this policy prohibits the employee from being subject to disciplinary action for inappropriate or illegal acts performed while under the influence of the illegal use of a controlled substance.
 - 5. If the employee's drug screen is negative for the illegal use of a controlled substance, the human resources manager shall notify the employee that she or he shall immediately return to duty at his or her regular work schedule.
- B. Screening of employees in positions covered by Federal Commercial Driver's License requirements shall be conducted in accordance with IMPP 02-127D.

IV. Reasonable Suspicion Screening of Persons in Designated Positions (Attachment A) – Being Under the Influence of Alcohol while on Duty or while Representing the Department in an Official Capacity

- A. Testing for alcohol impairment and any resulting assessment, treatment, and discipline of persons employed in designated positions anywhere in the Department shall be in accordance with the provisions of Sections V. and VI. as they relate to employees in non-designated positions.

V. Reasonable Suspicion Testing of Employees in Non-Designated Positions (See Attachment B,)

- A. Testing for the illegal use of controlled substances and/or on the job use or influence of alcohol by employees in non-designated positions shall only be conducted on the basis of reasonable suspicion.
 - 1. The appointing authority or designee may demand a urine, blood, saliva, or breath specimen from an employee in a non-designated position for chemical analysis if there is a reasonable suspicion that the employee is under the influence of the illegal use of a controlled substance. The appointing authority or designee may demand a blood or breath specimen from an employee for chemical analysis if there is a reasonable suspicion that the employee is under the influence of alcohol. Under no circumstances shall urine or saliva specimens be used for testing for the use of alcohol by an employee.
 - a. All positive urine tests shall be sent to an independent laboratory as soon as possible for analysis.
 - b. All blood specimens shall be drawn by qualified medical personnel.
 - (1) All blood specimens shall be forwarded to an independent laboratory for

analysis as soon as possible after the specimen is drawn.

- c. All breath specimen tests for alcohol shall be conducted using the Preliminary Breath Testing (P.B.T) instrument approved by the Secretary for use with employees.
 - (1) The test shall be conducted by a trained staff person with a rank of CSII or higher.
 - (2) A confirmation of the breath specimen test results for alcohol through a blood specimen analysis is not necessary.
 - d. All positive saliva specimen tests shall be confirmed through the collection of either a urine or blood specimen for the illegal use of a controlled substance, or a blood specimen for alcohol use, which shall be sent to an independent laboratory as soon as possible for analysis.
- 2. The demand for a urine, blood, saliva, or breath specimen shall be made utilizing an Acknowledgment of Demand for a Urine, Blood, Saliva, or Breath Specimen for Analysis and/or Laboratory Test Results form (Attachment C).
 - 3. The employee may refuse to cooperate with the appointing authority or designee's demands for a urine, blood, saliva, or breath specimen for chemical analysis.
 - a. An employee who refuses to produce the required sample shall be denied access to or removed from the departmental premises and shall be subject to disciplinary action for refusal to obey a direct order.
 - 4. Upon an initial positive test result, an employee shall not be allowed upon departmental premises, and shall be removed from his or her employment with pay until the employee's pay status is changed in accordance with the Civil Service Act.
 - a. The results of tests conducted by an independent laboratory may be demanded by the appointing authority using the Acknowledgment of Demand for a Urine, Blood, Saliva, or Breath Specimen for Analysis and/or Laboratory Test Results form, Attachment B.
 - b. Any disciplinary action relative to a positive result for one or more controlled substances shall be deferred until independent laboratory work is completed and it is determined that the initial positive test has been confirmed.
- B. If a Department employee tests positive to a saliva, urine, or breath on-site test:
- 1. He or she shall be directed to remain in a designated safe location within the office or facility and not allowed to participate in any work activity until transportation to his or her home or to a testing site can be arranged;
 - 2. The employee shall be given a direct order prohibiting him or her from operating a motor vehicle to leave the site;
 - 3. If the person attempts or indicates an intention to operate a vehicle, the appointing authority or designee shall notify the local law enforcement authorities and shall advise the person of the notification;
 - 4. When testing is done due to reasonable suspicion of the illegal use of a controlled substance, the employee shall not be allowed to return to duty until the agency receives the testing results from an independent laboratory.

VI. Assessment, Treatment, and Discipline of Employees in Non-Designated Positions

- A. Upon a confirmed positive test, an employee on original probationary or temporary status shall be subject to dismissal.
- B. Upon a confirmed positive test, employees with permanent civil service status may be subject to disciplinary action up to and including dismissal. In making this determination, consideration should be given to:
 - 1. The level of impairment;
 - 2. Prior positive screens or the equivalent; and,
 - 3. Participation in and successful completion of a treatment program.
- C. The appointing authority is not precluded from proposing disciplinary action for other circumstances that occurred in addition to the confirmed positive drug/intoxicant screen if those instances are normally considered grounds for discipline.

VII. Reasonable Suspicion Testing of Contract Personnel Employed and Volunteers Working Anywhere within the Department of Corrections.

- A. The appointing authority or designee shall immediately notify the contractor or volunteer's manager or representative if the appointing authority determines there are grounds for reasonable suspicion that a contract employee or volunteer is participating in the illegal use of a controlled substance and/or is under the influence of alcohol while on Department property.
 - 1. Such notice shall advise the contractor or volunteer supervisor:
 - a. Of specific details of the allegations and/or events causing the reasonable suspicion.
 - b. That the contractor shall assume responsibility for the person;
 - c. That the contract employee or volunteer shall be immediately escorted from KDOC property and will be banned from all KDOC property pending the outcome of the drug or alcohol test;
 - d. That the contractor or volunteer is responsible for arranging and paying for any testing done and in the case of a contractor, should follow the contractor's own policy and procedures governing such issues.
 - (1) Under no circumstances shall the Department of Corrections participate in scheduling testing or providing State Drug Program forms;
- B. If the suspected contract employee or volunteer refuses to voluntarily participate in testing, he or she shall be denied access to and may be permanently barred from all KDOC premises.
- C. Upon a confirmed positive test contract personnel and volunteer may be permanently barred from KDOC premises. In making this determination, consideration should be given to:
 - 1. The level of impairment;
 - 2. Prior positive screens or the equivalent; and,
 - 3. Participation in and successful completion of a treatment program.
 - a. At the discretion of the appointing authority, contract personnel may return to work while participating in an approved treatment program.
- D. The appointing authority shall notify the contracting agent or volunteer by registered mail or

personal service of the decision to bar the contract employee or volunteer from KDOC premises and/or under what conditions the employee may be allowed to return to work.

VIII. Notification and Records

- A. The following forms shall be completed and retained in accordance with the State Plan and/or Department policy:
 - 1. Each candidate for or employee assigned to a designated position anywhere in the Department shall read, sign, and date a copy of the Affirmation of Policy Form (Department of Administration Form DA 411) when being oriented about the State Plan and prior to any testing for the illegal use of controlled substances being conducted.
- B. Each candidate for or employee assigned to a designated position anywhere in the Department who is asked to submit to testing for the illegal use of controlled substances shall read, sign, and date the Acknowledgment (Department of Administration Form DA 412.)
- C. Each employee assigned to a designated position anywhere in the Department who is required to undergo an assessment and referral for education or treatment shall read, sign, and date a Release of Information Form (Attachment D).
 - 1. This form shall be signed by a notary public.
- D. Each candidate for or employee assigned to a designated position anywhere in the Department that requests access to records concerning that individual's tests for the illegal use of controlled substances shall read, sign and date an Access to Records Form (Department of Administration Form DA 414).
- E. Each candidate for or employee assigned to a designated position anywhere in the Department who is required to submit to testing for the illegal use of controlled substances shall be notified of the date, time, and location of the testing appointment by the Drug Screening Program Appointment Notice (Attachment E).
- F. Each candidate for a designated position anywhere in the Department who has been given a conditional offer of employment and whose test results are negative for the illegal use of controlled substances shall be informed that the conditional offer of employment is approved by the Notice of Result of Drug Screen (Attachment F).
- G. Each candidate for a designated position anywhere in the Department who has been given a conditional offer of employment and whose test results are positive for the illegal use of controlled substances shall be notified that the conditional offer of employment is rescinded by the Notice of Result of Drug Screen (Attachment F).
- H. Each employee assigned to a designated position anywhere in the Department who is tested for the illegal use of controlled substances and who has tested negative shall be informed that an evaluation referral is not required based on the negative result of the test by the Notice of Result of Drug Screen (Attachment F).
- I. Each employee assigned to a designated position anywhere in the Department who is tested for the illegal use of controlled substance and who has tested positive shall be informed that an evaluation referral is mandatory by the Notice of Result of Drug Screen (Attachment F).
- J. Records of employees sent for alcohol and/or controlled substance testing shall be maintained by facility Human Resources offices for facility candidates and employees. Records for employees of Kansas Correctional Industries located at a facility shall be maintained at that facility. Central Office Human Resources Division will retain records for Central Office, Federal Surplus Property, State Surplus Property, and Parole employees.
 - 1. Records of testing and subsequent results shall be maintained under strict security and

treated as confidential records.

2. Access to the records shall be restricted to Human Resources staff, the KDOC Human Resources Director or designee, the appointing authority, the Secretary of Administration or designee, the Director, the employee's supervisor, the Department's legal counsel, or the Department of Administration's legal counsel.
 - a. No further access to the records may be authorized without the express consent of the Director of the Department of Administration's Division of Personnel Services.
 - b. Test results may be disclosed publicly in Civil Service Board Hearings regarding disciplinary action taken against an employee as a result of a second positive result or as a result of actions taken while illegally under the influence of a controlled substance.

IX. Alco-Sensor FST

- A. The Alco-Sensor FST shall be the approved preliminary breath testing device of the KDOC.
- B. Each facility shall have two Alco-Sensor FST devices; one for testing residents, and one for testing staff.
- C. The devices shall be secured in a location that is easily accessible on all shifts (ie. the Shift Office).
- D. All persons conducting the testing shall complete the manufacturers on-line free training program which consists of 11 modules (approximately 1.5 hours), and follow the manufacturers guidelines.

X. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 2016 Supp. 21-5914, 2016 Supp. 38-2302, K.S.A. 75-2940, 75-2949, 1998 Supp. 75-4362
K.A.R. 1-6-31, 1-9-19(a)
IMPP 02-109D, IMPP 02-127D
State of Kansas Drug Screening Administrative Procedures and Reference Manual
Department of Administration Forms <https://admin.ks.gov/offices/personnel-services/policy--programs/drug-screening>

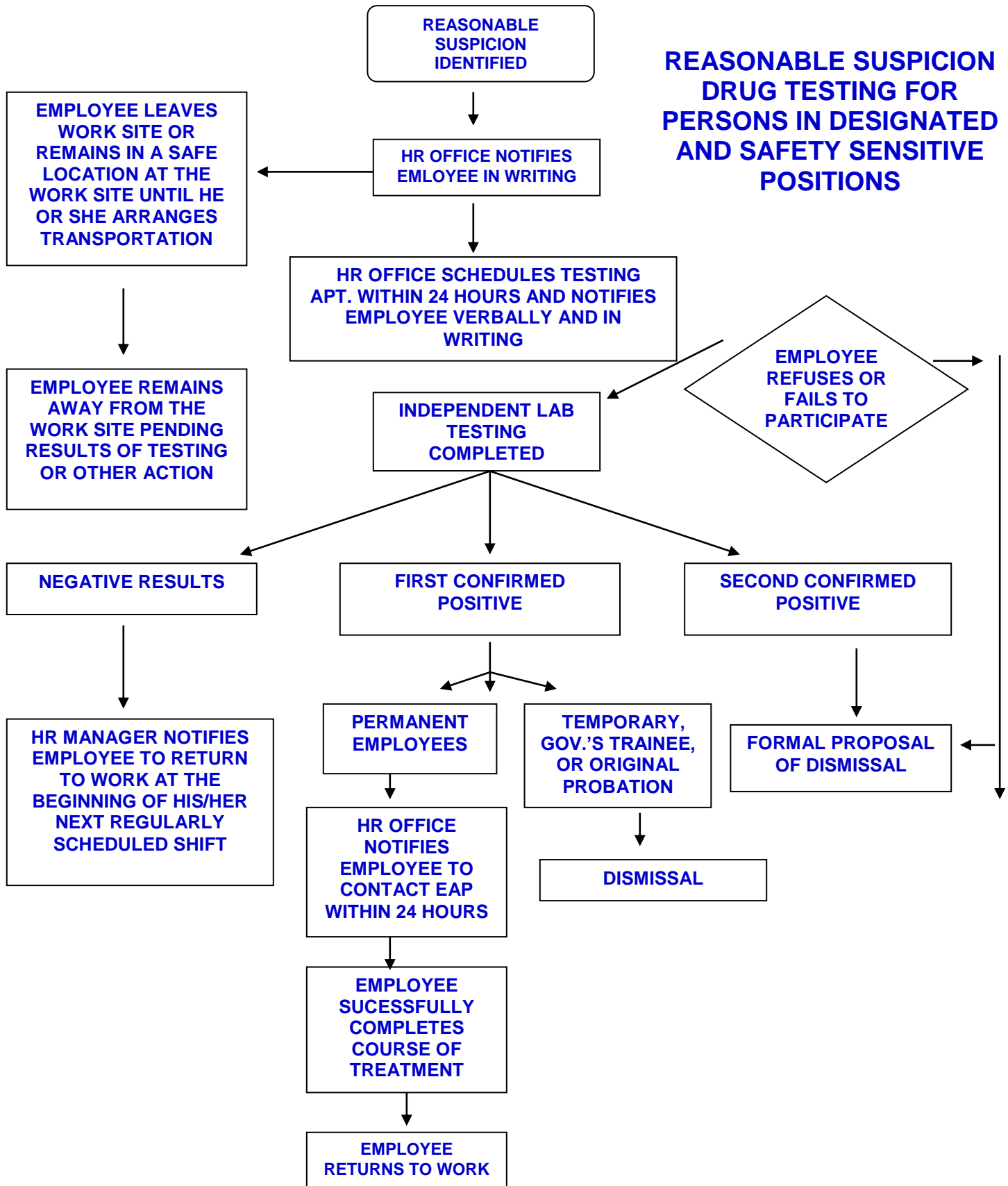
HISTORY

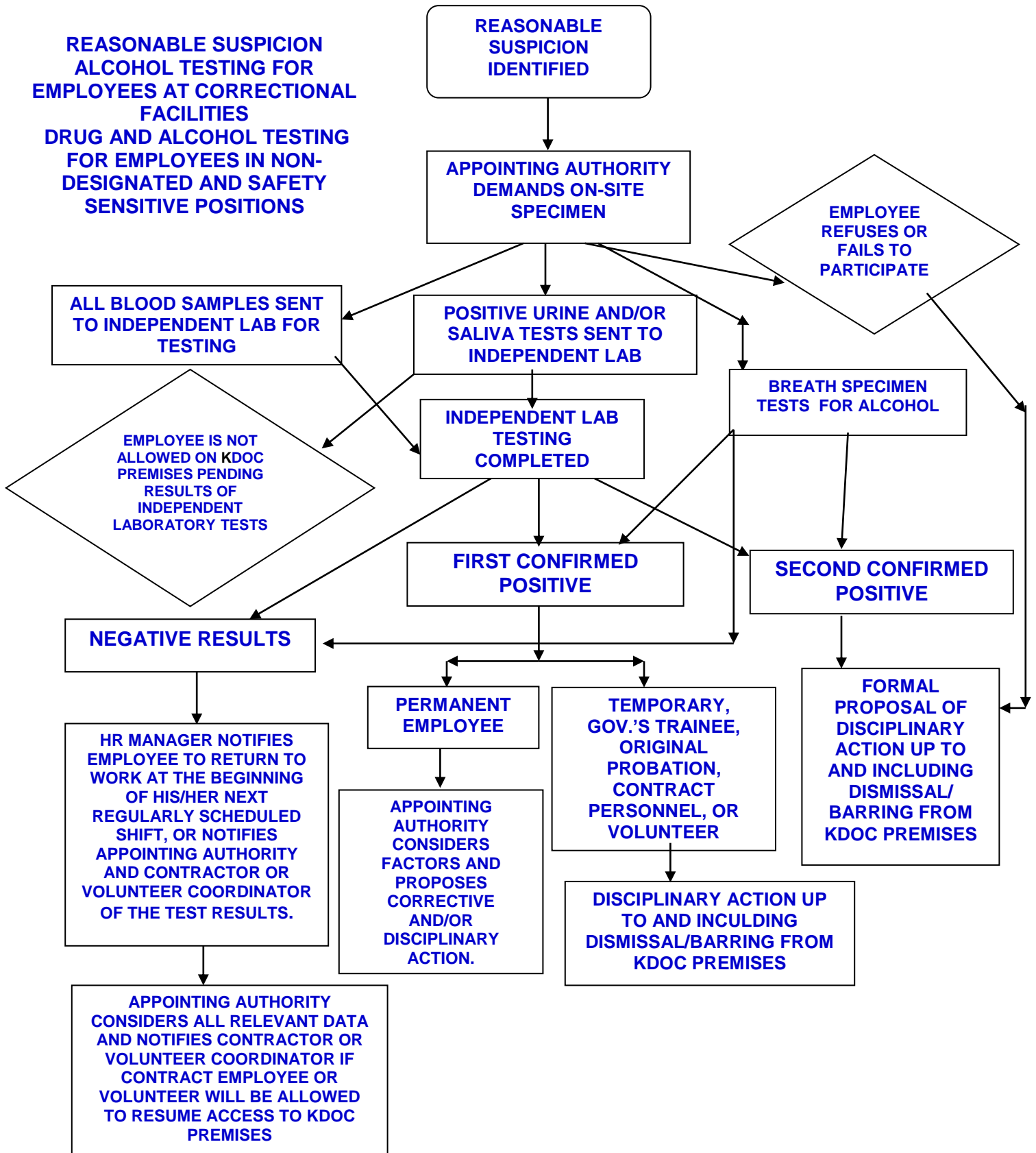
12-22-15 Original
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ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Reasonable Suspicion Drug Testing for Persons in Designated and Safety Sensitive Positions	1 page
B	Reasonable Suspicion Testing of Employees in Non-Designated Positions	1 page
C	Acknowledgement of Demand for a Urine, Blood, Saliva, or Breath Specimen for Analysis and/or Laboratory Test Results	1 page
D	Release of Information Form	1 page
E	Drug Screening Program Appointment Notice	1 page
F	Notice of Result of Drug Screen	1 page

REASONABLE SUSPICION DRUG TESTING FOR PERSONS IN DESIGNATED AND SAFETY SENSITIVE POSITIONS





**KANSAS DEPARTMENT OF CORRECTIONS
ACKNOWLEDGMENT OF DEMAND FOR A URINE, BLOOD, SALIVA, OR
BREATH SPECIMEN FOR ANALYSIS AND/OR LABORATORY TEST
RESULTS**

It is the policy of the Department of Corrections that under circumstances where there is a reasonable suspicion based on specific objective facts and reasonable inferences drawn from those facts in light of experience that an employee has consumed illegal drugs or alcoholic beverages, the appointing authority or the appointing authority's designee may demand that the employee, produce a urine, blood, saliva, or breath specimen for chemical analysis. In some instances independent laboratory tests may be required following an initial positive test result. The demand for such a sample or test is a direct order from the appointing authority to the employee in a non-designated position. In the event the employee refuses to produce the same pursuant to the demand of the appointing authority or appointing authority's designee, the employee shall be considered as having refused a direct order. In that event, the employee shall be denied access to or removed from the Department premises and shall be subject to disciplinary action for refusal to obey a direct order.

I hereby acknowledge that I have read and understand the above policy of the Department of Corrections. I hereby

_____ Consent _____ Refuse

to provide and/or release the following to the appointing authority or designee:

_____ Blood Sample _____ Urine Sample _____ Saliva Sample _____ Breath Sample

_____ Results of all Requested Tests.

Signature of Employee

Date

Signature of Appointing Authority or Designee

Date

Witness

Date

Kansas Department of Corrections

Drug Screening Program

Release of Information Form

As an employee in a designated position, I understand and acknowledge that I have been referred to the State of Kansas Employee Assistant Program (EAP). I understand that I must contact the EAP counselor within 24 hours and schedule a drug assessment within two days.

I hereby sign this waiver which releases information about the education and treatment program in which I will participate. I authorize the release of any and all information regarding my admittance to an in-patient or out-patient treatment program, the treatment program and process, how the scheduled treatment will affect my work schedule, and other information which may affect my employment responsibilities with the Kansas Department of Corrections.

I will present a copy of the signed waiver to the EAP counselor as notification that I am a referral from the State of Kansas Drug screening Program. This form will serve as notice that information must be released to the Director of the Human Resources or designee in the facility/department, regarding my admittance and treatment schedule for as long as I am involved in treatment and follow-up care. I understand that if I do not contact the EAP, schedule and assessment, provide information regarding my treatment or complete my scheduled treatment sessions, I may be subject to disciplinary action up to and including termination.

Please check one: ☐ **Candidate** ☐ **Employee**

Name of Employee: _____

Facility/Department: _____

Employee Number: _____

Social Security Number: _____

Job Classification: _____

Candidate/Employee Signature: _____

Date: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ (month),
_____ (year).

NOTARY PUBLIC

My Commission Expires: _____

**Kansas Department of Corrections
Drug Screening Program Appointment Notice**

Date: _____

Please check one: _____ Employee _____ Outside Candidate

Name: _____

Position applying for: _____

The conditional offer of employment is contingent upon your taking and passing a drug screen.
Please note the following:

- ✓ You will be responsible for your own transportation to the collection site.
- ✓ You will be required to present a copy of your signed State of Kansas Consent and Acknowledgement Form (DA 412) and a photo I.D. to the collection site personnel.
- ✓ You will be responsible for reporting to the collection site at the scheduled time.
- ✓ Failure to report to the collection site at the scheduled time will be considered a refusal to take the drug screen and the offer of employment will be rescinded immediately.
- ✓ You will be notified of the results by our office.

You have been scheduled for a drug screen as follows:

Name of Collection Site: _____

Location: _____

Location Telephone Number: _____

Date/Time: _____

HR Representative

Date

Kansas Department of Corrections

Drug Screening Program

Notice of Result of Drug Screen

Date: _____

Please check one: _____ Employee _____ Outside Candidate

Name: _____

Social Security Number: _____

Employee Number: _____

Date of Conditional Offer: _____

Job Classification: _____

Position Number: _____

Date Specimen Provided: _____

Drug Screen Results: _____ Negative _____ Positive

Please check all that apply:

_____ A **negative** drug screen result indicates that illegal drugs or their metabolites **were not** identified in the specimen provided. The conditional offer of employment is approved. Please contact the Human Resources department to discuss the next step in the employment process.

_____ A **positive** drug screen result indicates that illegal drugs or their metabolites **were** identified in the specimen provided. The result was confirmed by the Drug Screening Program Medical Review Officer. The conditional offer of employment is hereby rescinded in accordance with K.S.A. 75-4362.

_____ (Employee Only) A referral for recommended education or treatment is required in accordance with K.S.A. 75-4362. You must contact the Employee Assistance Program by _____ (Date) for the referral. You will be required to provide verification of your participation and successful completion of the recommended program to retain employment in a designated position.

HR Representative

Date