

Employee Referral Program



WELCOME TO A DRUG-FREE WORKPLACE ZONE

Sponsored by:
WV Division of Personnel and
Department of Health &
Human Resources

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How Does the Employee

Referrals are made **confidentially** for treatment with independent, off-site, professionals. Problems may include family-child troubles, marital difficulties, financial predicaments, emotional problems, alcohol and/or drug abuse, and other life adjustment problems that affect both personal and work lives.

This Employee Referral Program Directory provides information regarding services for individuals who have substance-related problems. The directory is published as a service to State employees and is intended to provide contact information for substance abuse treatment programs located throughout the State. Although many service providers are represented here, the list is not intended to be all-inclusive. In many communities, individual professionals such as licensed psychologists, licensed social workers, and licensed professional counselors also provide services for chemically-dependent/abusing individuals and their families. Some hospitals also provide inpatient substance abuse services as part of their psychiatric or general medical services.

If you would like further information concerning treatment resources available in the State, please write or call:

Merritt Moore, Adult Treatment Services Coordinator
Bureau for Behavioral Health & Health Facilities
Division on Alcoholism and Drug Abuse
350 Capitol Street, Room 350
Charleston, WV 25301-3702
304-558-2276

No liability can be accepted by the State of West Virginia for any services, treatments, or counseling provided by the listed agencies or their employees, or any acts of misfeasance, nonfeasance, or malfeasance by the same. The individual and/or his or her family or representative are encouraged to evaluate any agency to determine if it will meet the individual's or family's needs.

What Can I Expect From This Programs?

Adult residential treatment programs serve males and females over the age of 18. These programs provide individual and group counseling, support groups, and other services within an intensive 24-hour therapeutic environment. Contact the individual programs for information concerning admission procedures and payment requirements.

Adult transitional living services provide a supportive living environment for adults who are in the process of recovery from addiction and who have generally completed a more intensive treatment program (usually residential).

Specialized services for women include a variety of programming directed to the specific needs of women who abuse alcohol or other drugs. These services include outreach services, outpatient treatment services, extended residential treatment/transitional living services, and residential treatment services which make it possible for women to continue residing with their children while receiving treatment.

Adolescent treatment services include outpatient, intensive outpatient, and residential treatment services tailored to the specific treatment needs of adolescent substance abusers.

What Is My Insurance Coverage?

What costs will my health benefits cover?

Your benefits will differ depending on whether you are in a PEIA Plan or in one of the managed care plans offered by PEIA.

Mental Health and Chemical Dependency Benefits:

PEIA PPB PLAN—

Outpatient Services

Under the PEIA PPB Plan, outpatient mental health, chemical dependency and substance abuse services are limited to a maximum of 20 visits per patient per plan year for short-term individual and/or group outpatient mental health and chemical dependency services. This benefit includes evaluation and referral, diagnostic, therapeutic, and crisis prevention services performed on an outpatient basis (includes a physician's office). Catastrophic cases are assigned to a nurse case manager. For these extreme medical conditions, the case manager may, based on medical documentation, recommend additional treatment beyond the 20 visits.

This benefit is covered at 80% after the in-network deductible is met.

Inpatient or Partial Hospitalization Services

Under the PEIA PPB Plan, inpatient and partial hospitalization day programs for mental health, chemical dependency and substance abuse services are limited to a maximum of 30 days per patient, per plan year. For outpatient partial/day programs, two (2) outpatient days will be counted as one (1) inpatient day when applying the 30-day maximum. Catastrophic cases will be assigned to a nurse manager. For these extreme medical conditions, the case manager may, based on medical documentation, recommend additional treatment. Pre-certification is required.

These services are covered at 80% after the in-network deductible is met. Unapproved out-of-network inpatient admissions are subject to an additional \$500 deductible per admission.

MANAGED CARE PLANS

Each managed care plan has its own referral procedures for mental health, substance abuse and chemical dependency benefits. Co-payments and benefits also vary from plan to plan. Be sure to read your Evidence of Coverage or call your plan for instructions before getting services.

Who Are You Going To Call?

West Virginia Opioid Treatment Programs

Beckley Treatment Center
175 Philpot Lane
Beaver, WV 25813
(304) 254-9262
Casandra Murphy, Program Director

Charleston Treatment Center
2157 Greenbrier Street
Charleston, WV 25311
(304) 344-5924
Tanya Dillon Page, Program Director

Clarksburg Treatment Center
706 Oakmound Road
Clarksburg, WV 26301
(304) 622-7511
Angie Wagner, Program Director

Huntington Treatment Center
135 4th Avenue
Huntington, WV 25701
(304) 525-5691
Meleah Trice, Program Director

Martinsburg Institute
183 Monroe Street
Martinsburg, WV 25401
(304) 263-1101
Ellen Valley, Program Director

Parkersburg Treatment Center
184 Holly Hills Drive
Parkersburg, WV 26104
(304) 420-2400
Paul Chevalier, Program Director

Wheeling Treatment Center
 RR 1, Box 256A
 Triadelphia, WV 26059
 (304) 547-9197
 Chris Byers, Program Director

Williamson Treatment Center
 1609 West 3rd Avenue
 Williamson, WV 25661
 (304) 235-0026
 Joe Chapman, Program Director

Comprehensive Community Behavioral Health Centers Substance Abuse Coordinators.

All centers offer outpatient treatment for adults and adolescents. Unless otherwise noted, substance abuse coordinators or program directors should be contacted at the telephone numbers listed for the Main Center.

Program/Center Counties Served

Appalachian Community Health Center, Inc.

Contact: Mike Harpold, Substance Abuse Coordinator (472-2022)

Main Center: 725 Yokum Street
 Randolph
 Elkins, WV 26241-1170
 Telephone: 636-3232
 Fax: 472-2037

Satellite Offices: Buckhannon: 472-2022 Upshur
 Parsons: 478-2764 Tucker
 Philippi: 457-2580 Barbour

Program/Center Counties Served

EastRidge Health Systems

Contact: Heather Creek, Substance Abuse Liaison (263-8954)

Main Center: 235 South Water Street Berkeley
 Martinsburg, WV 25401
 Telephone: 263-8954
 Fax: 264-0763

Satellite Offices: Berkeley Springs: 258-2889 Morgan
 Charles Town: 725-7565 Jefferson

FMRS Health Systems, INC.

Contact: Kathy Armentrout, Substance Abuse Coordinator

Main Center: 101 S. Eisenhower Drive Raleigh
 Beckley, WV 25401
 Telephone: 256-7100

Satellite Offices: Fayetteville: 574-2100 Fayette
 Hinton: 466-3899 Summers
 Union: 772-5452 Monroe

HealthWays, Inc.

Contact: Larry Patrick, Substance Abuse Coordinator

Main Center: 501 Colliers Way Hancock and
 Weirton, WV 26062 Brooke
 Telephone: 723-5440

Logan-Mingo Area Mental Health

Contact: John Mays, Clinical Director

Main Center: Route 10, Three Mile Curve Logan
 P.O. Box 176
 Logan, WV 25601
 Telephone: 792-7130

Satellite Offices: Chattooy: 235-2964 Mingo

Program/Center

Counties Served

Mercer-McDowell-Wyoming Mental Health Council, Inc.

Contact: Rose Lockhart (425-0046)

Main Center: 200-12th Street Extension Mercer
Princeton, WV 24740
Telephone: 425-0046

Northwood Health Systems

Contact: Substance Abuse Director (234-3500, ext. 250)
David Blum, Substance Abuse Coordinator (234-3500, ext. 292)

Main Center: P.O. Box 6400 Marshall
111 Nineteenth Street
Wheeling, WV 26003 Wetzel
Telephone: 234-3570

Satellite Offices: Moundsville: 845-3000
New Martinsville: 455-2622

Potomac Highlands Guild, Inc.

Contact: Mike Landis, Substance Abuse Coordinator

Main Center: P.O. Box 1119 Grant
108 North Main Street
Petersburg, WV 26847
Telephone: 257-1155

Satellite Offices: Franklin: 358-2351 Pendleton
Keyser: 788-2241 Mineral
Moorefield: 257-2302 Hardy
Romney: 822-3897 Hampshire

Program/Center

Counties Served

Pretera Center for Mental Health Services

Contact: Genise Lalos, Director of Substance Abuse Programs
(525-1522)

Main Center: 3375 U.S. Route 60, East Cabell
P.O. Box 8069
Huntington, WV 25705
Telephone: 525-7851

Satellite Offices: Branchland: 824-5790 Lincoln
Point Pleasant: 675-2361 Mason
Wayne: 272-3466 Wayne

Seneca Mental Health/Mental Retardation Council

Contact: Jon Kemper, Substance Abuse Coordinator

Main Center: 1305 Webster Road Nicholas
Summersville, WV 26651
Telephone: 872-6503

Satellite Offices: Lewisburg: 645-3319 Greenbrier
Marlinton: 799-6865 Pocahontas
Rainelle: 438-6101 Greenbrier
Richwood: 746-2516 Nicholas
Webster Springs: 847-5425 Webster

Shawnee Hills, Inc. [No longer in existence]

(Contact Pretera Center for Mental Health Services at the numbers below.)

Contact: Genise Lalos, Director of Substance Abuse Programs (525-1522)

Main Center: P.O. Box 3698 Kanawha
Charleston, WV 25336
Telephone: 345-4800

Program/Center

Counties Served

Substance Abuse Charleston, WV 25305 Kanawha

Outpatient Services Telephone: 341-0298

Satellite Offices: Clay: 587-4205 Clay
Danville: 369-8408 Boone
Hurricane: 757-1000 Putnam

Southern Highlands Community Mental Health Center

Contact: David Bailey, Substance Abuse Coordinator (425-0432)

Main Center: 200 12th Street Extension Mercer
Princeton, WV 24740
Telephone: 425-9543

Substance Abuse Outpatient: 425-0046

Satellite Offices: Itmann: 294-5353 Wyoming
Welch: 436-2106 McDowell

United Summit Center

Contact: Jeff Pritchard, Substance Abuse Coordinator

Main Center: #6 Hospital Plaza Harrison
Clarksburg, WV 26301
Telephone: 623-5661

Satellite Offices: Glenville: 462-5721 Gilmer
Sutton: 765-2801 Braxton
West Union: 873-1288 Doddridge
Weston: 269-5220 Lewis

Valley Healthcare Center

Contact: Gerard J. Schmidt, Chief Operations Officer (396-1731) or (296-1739)

Main Center: 301 Scott Avenue Monongalia
Morgantown, WV 26505
Telephone: 296-1731
Crisis Line: 1-800-232-0020

Satellite Offices: Fairmont: 366-7174 Marion
Grafton: 265-3947 Taylor
Kingwood: 329-1059 Preston

Westbrook Health Services

Contact: Karen Schimmel, Director of Substance Abuse Services (485-1721)

Main Center: 1907 Grand Central Avenue Pleasants,
Vienna, WV 26105 Wirt, and
Telephone: 295-5665 Wood

Satellite Offices: Harrisville: 643-2996 Ritchie & Tyler
Ripley: 372-6833 Jackson
Spencer: 927-5200 Calhoun and
Roane

All centers also offer services for individuals who suffer from mental illness, mental retardation, and developmental disabilities.

For further information, please contact the center or program office listed for your county or the main center or program office serving your area.

Program/Center

Counties Served

ACT Unit

Valley Health Care

Contact: Nancy Deming, Program Supervisor

100 Crosswind Drive
Fairmont, WV 26554
Telephone: 363-2228

Marion, Monongalia,
Preston, Taylor,
if beds available,
all counties

Amity Center

Westbrook Health Services

Contact: Dee Prince, Director

1011 Mission Drive
Parkersburg, WV 26101
Telephone: (304) 485-1781

Calhoun,
Jackson,
Pleasants, Ritchie,
Roane, Tyler, Wirt,
Wood; if beds
available, all counties

Doctor Lee Jones

Miracles Happen Center

Contact: Russ Taylor, Director

201 Edgington Lane
Wheeling, WV 26003
Telephone: (304) 263-2037

EastRidge Treatment Center

EastRidge Health Systems

Contact: Heather Creek, Director of Outpatient Services (263-2037)

125 West Martin Street
Martinsburg, WV 25401
Telephone: 263-2037

Berkeley, Jefferson
and Morgan; if beds
available, all counties

FMRS-Mother (Females)

Women's Specialized Residential program

(304) 256-7146 (long term)

After 4:30PM call (304) 256-7100 Let the crisis worker know you are seeking a bed for a male or female whatever the case.

FMRS-LEARN (Males) (Long Term)

Males (304-256-7144)

After 4:30PM call (304) 256-7100 Let the crises worker know you are seeking a bed for a male or female.

Futures Residential Treatment Center (Males)

Contact: Sharon Bevins, Director

118 Stratton Street
Logan, WV 25601
Telephone: (304) 792-7260

John D. Good Recovery Center

Contact: Jeff Pritchard, Director

Box 223
Hopemont, WV 26764
Telephone: (304) 789-3142

Mirador West (Long term women's program)

Contact: Melissa Nelson or Karen Schimmel

Parkersburg, WV 26101
Telephone: (304) 425-9489

Legends (Long-Term Men's Program)

Contact: Rose Lockhart, Director

327 Mercer street
Princeton, WV 24740
Telephone: (304) 425-9489

Mercer, McDowell
Wyoming, Logan &
Mingo; all counties
if space is available

**Mid-Ohio Valley Fellowship Home
(long term Residential)
Women's Specialized Residential program
Contact: Patrice Zucker, Director**

1030 George Street
Parkersburg, WV 26101
Telephone: (304) 485-3341

**New Beginnings
(Women's Long-term Residential)
Contact: Nancy Deming, Supervisor**

Columbia Street
Fairmont, WV 26554
Telephone: (304) 363-2500

**Parcer Program
Contact: Kay Lane, Operations Manager (766-7336)**

7004 Kanawha Street
Saint Albans, WV 25177
Telephone: (304) 722-3368

**PARCWay
Pretera Center**

Contact: Tami Smith, Director (697-1790) ext. 2545 or 2546

P.O. Box 8069
Huntington, WV 25705
Telephone: 697-1790 ext. 2547

Boone, Cabell,
Fayette, Kanawha,
Lincoln, Logan,
Mason, McDowell
Mercer, Mingo,
Monroe, Putnam,
Raleigh, Summers,
Wayne, & Wyoming
If beds available
all counties.

**PARCWest
Pretera Center for Mental Health Services, Inc.**
Contact: Lee Thomas Dorsey, Director (697-1790) ext. 2524

1420 Washington Avenue,
Huntington, WV 25704
Telephone: 697-1277

Same as those
listed for PARCWay

Program/Center

Persons Served

Braxton County Fellowship Home
Contact: Paul Moss, Executive Director

Males and females

70 S. Stonewall Street
Sutton, WV 26601
Telephone: 765-2616

Kanawha Valley Fellowship Home
Contact: Debbie Masinter, Director

Males

11107 Virginia Street, East
Charleston, WV 25301
Telephone: 342-8051

Laurelwood Transitional Living
Contact: Sharon Kitts, House Manager

432 6th Avenue
Huntington, WV 25701
Telephone: 525-5250

Males and females

Mercer County Fellowship Home
Contact: Julius Watson, Director

Males

421 Scott Street
P.O. Box 4211
Bluefield, WV 24701
Telephone: 327-9876

Mid-Ohio Valley Fellowship Home
Contact: Patrice Zucker, Director

Males and females;
dependent children
of females

1030 George Street
Parkersburg, WV 26101
Telephone: 485-3341

Rainbow House

Males

Contact: Fred Byers, Manager

P.O. Box 114
Gypsy, WV 26361
Telephone: 592-3592

Rea of Hope Fellowship Home

Contact: Marie Beaver, Director

1429 Lee Street
Charleston, WV 25301
Telephone: 344-5363

Serenity Fellowship Home

Contact: Jesse Lawson, Supervisor

200 Columbia Street
Fairmont, WV 26554
Telephone: 367-1185

Southern West Virginia Fellowship Home

Contacts: Ronnie Dale Campbell, Lee Cook, Co-Directors

P.O. Box 500
Beckley, WV 25802-0050
Telephone: 253-1441

Program/Center

Counties Served

**EastRidge Health Systems
*Outreach and outpatient services***

Contact: Caren Forestandi,
Substance Abuse Coordinator, and
Director of Women’s Services

235 West Martin Street
Martinsburg, WV 25401
Telephone: 263-2037

Berkeley, Jefferson
and Morgan

Renaissance Place

Prestera Center for Mental Health Services

***Residential treatment and transitional living services; provides
living space for children as well as mothers***

Contact: Kim Miller, Director (304) 525-4673

1853 Eighth Avenue
Huntington, WV 25701

All counties

New Beginnings

Valley Healthcare Systems

Residential treatment transitional living services

Contact: Nancy Deming, Residential Program Manager (363-2228)

401 Guffey Street
Fairmont, WV 26554
Telephone: 363-2500

All counties

Westbrook Health Services

Genesis Program

Outreach and treatment services for women and children

Contact: Karen Schimmel, Substance Abuse Coordinator

1907 Grand Central Avenue
Vienna, WV 26105
Telephone: 295-5665

All counties

Program/Center

Counties Served

ADAPT

FMRS Mental Health Council

Contact: Kathy Armentrout, 256-7100

101 S. Eisenhower Drive
Beckley, WV 25801
Telephone: 256-7100

Fayette, Monroe,
Raleigh, and Summers

Prestera Center for Mental Health Services

Transitional living/residential treatment for adolescent females

Contact: Stephanie Belford, Supervisor , 525-7851

55 Bass Avenue
Barboursville, WV 25504
Telephone: 733-1508

All counties

Crossroads

Valley Comprehensive Community Mental Health Center

Intensive outpatient treatment

Contact: Diane Titus, Program Facilitator

Route 9, Box 304
Fairmont, WV 26554
Telephone: 366-0155

Marion, Monongalia,
Preston and Taylor

Westbrook Health Services

Intensive Outpatient Programs

Contact: Karen Schimmel, Director of Substance Abuse Services
(295-5665)

2121 East Seventh Street
Parkersburg, WV 26101
Telephone: 485-1721

Calhoun, Jackson
Pleasants, Ritchie
Roane, Tyler, Wirt

United Summit Center

Jeff Pritchard, Director, 623-5661

Youth Services Systems– Bridges

Contact: Jill Pennybacker, 233-2045

Valley HealthCare Systems

Traveling IOP and school-based Initiative

Contact: Judy Acree, 296-1731

WRAP Teams

Coordinated by Mountain State

Family Alliance

Contact: Linda Watts, 399-0126

Logan/Mingo, Putnam

and McDowell Counties

Cedar Ridge/Viewpoint

Pretera Center

Long term residential treatment for adolescent

Females and males

Contact: Stacy Murphy, Team leader, (525-7851) ext: 2100

1427, 7th Avenue
Huntington, WV 25701

All counties

**Helping victims of domestic violence ...
Providing assistance for those with disabilities ...
Getting shots for children ...
Finding quality child care and more ...**

Today, family issues are more complex than ever - and there are numerous agencies, services, and organizations to offer assistance. Trying to find the right resource for each question can be hard - unless you call Family Matters.

Family Matters is a free information and referral service that can make finding the answers to family questions easy. Our friendly and knowledgeable staff can give you the information you need to find services, answer questions, or provide support.

We can help with nearly any family problem or need - from day care to senior services, from prenatal care to job training, and more. Family Matters is an important information source.

When it comes to family matters, make the right call.

<p>1-888-WV-FAMILY 1-888-983-2645 (V/TDD) Internet: http://www.msys.net/wvfamily E-Mail: wvfamily@msys.net BBS (Modem): 1-800-558-2357 Because in West Virginia, Family Matters</p>

Family Matters maintains a database of over 4,000 agencies for the entire State. Information is provided concerning alcohol and substance abuse counseling, child care, disability services, senior services, emergency financial assistance, job training, and other "family matters."

Family Matters is funded by the Governor's Cabinet on Children and Families, the WV Commission on National and Community Service, and the following programs of the WV Department of Health and Human Resources: Office of Social Services, Office of Maternal and Child Health Services, Office of Nutrition Services, Immunization Program, WV Birth to Three, Office of Behavioral Health Services and the Development Disabilities Planning Council.

**Helping single parents ...
Applying to get into a nursing home ...**

<p>What Is Consumer Credit</p>

We offer budget and debt counseling to evaluate your financial situation, help in setting up a workable budget based on income and

expenses and, when needed, help to negotiate reduced payments with creditors. We also offer credit report counseling to help clients understand what their rights and responsibilities are regarding their credit report.

**Services are provided free or on a sliding fee scale ...
no client is turned away due to inability to pay.**

CCCS of the Kanawha Valley

8 Capitol Street, Suite 200
Charleston, WV 25301
Phone: 304-344-3843
In State: 800-281-5969
Fax: 304-344-3871
Satellite: Logan, WV
No Fees

CCCS of the Upper Ohio Valley

51 Eleventh Street
Wheeling, WV 26003
Phone: 304-232-6733
Fax: 304-233-7237
Satellites: Chester, New Martinsville, WV; Flushing,
Steubenville, OH
No Fees

CCCS of Southern West Virginia

735 S. Kanawha Street
P.O. Box 2129
Beckley, WV 25802
Phone: 304-255-2499
In State: 800-869-7758
Fax: 304-255-2412
Satellite: Ronceverte, WV
No Fees

CCCS of Bluefield

Green Valley Office and Retail Centre
P.O. Box 6282
Bluefield, WV 24701

Phone: 304-325-5143
Fax: 304-325-6118

CCCS of Family Service, Inc.

1304 Fifth Avenue
Huntington, WV 25701
Phone: 304-522-4321
Satellites: Ashland, KY;
Portsmouth, OH

The fee to start a DMP ranges from \$0-\$12; budget counseling is available for a nominal fee.

CCCS of the Mid-Ohio Valley, Inc.

2715 Murdoch Avenue
B-4 Beechwood Plaza
Parkersburg, WV 26101
Phone: 304-485-3141
Fax: 304-485-3286
Satellites: Athens, OH; Elizabeth, Harrisville,
Pt. Pleasant, Ravenswood, St. Marys,
Sistersville, and Spencer, WV

CCCS of North Central WV

115 South Fourth Street, Suite 305
P.O. Box 1840
Clarksburg, WV 26302-1840
Phone: 304-623-0921
Fax: 304-623-6682
Branch: Morgantown, WV
Satellite: Elkins, Fairmont and Philippi, WV.

Counseling fee average \$15. Monthly FMP fees range from \$5-\$20.

Satellite Offices are open less than full-time (less than 30 hours per week). Branch Offices are

**To locate the nearest CCCS, please contact:
1-800-388-2227**

Drug- and Alcohol-Free Workplace Policy.

You may view the entire formatted policy on the internet at www.state.wv.us/admin/personnel/empref/POLICIES/Drugfree.pdf

I. PURPOSE

- A. The purpose of this policy is to establish clear and uniform guidelines in accordance with federal and State regulations regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.
- F.
 - 1. Further, the purpose of this policy is to make every effort to institute and maintain a drug- and alcohol-free workplace.
 - 2. This policy shall cover all independent contractors, volunteers, and employees of the State of West Virginia, including executive, administrative, classified, non-classified, exempt, and temporary employees, and employees of county health departments affiliated with the West Virginia Division of Personnel.
- B. The policy's goal is to comply with the Drug-Free Workplace statute and to eliminate the presence and/or use of alcohol and illegal drugs in the workplace.
 - 1. Further, the intent of this policy is to ensure that State government workplaces are safe, productive, and secure for independent contractors, volunteers, employees and citizens.
 - 2. This policy prohibits the use of alcohol and/or illegal drugs in the workplace as such use may affect an independent contractor's, volunteer's, or employee's job performance; bring discredit upon the reputation of the State of West Virginia, as the employer, and/or threaten the safety of independent contractors, volunteers, employees, individuals entrusted to the care of the State, and the general public.

II. DEFINITIONS

- A. Alcoholic Liquors: These include alcohol, beer, wine and spirits, and any liquid or solid containing alcohol and capable of being used as a beverage.
- B. Independent Contractor: Any department, division, unit, or any person responsible for the performance of work under a contract.
- C. Controlled Substance: A federally-regulated substance listed in Exhibit A and/or Schedules I through V of Section 202 of the Controlled Substance Act (21 U.

S.C. 812) and West Virginia Code 60A-2-201, et seq., that when taken into the body, may impair one's mental faculties and/or physical performance.

- D. Conviction: A finding of guilt, (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statutes.
- E. Criminal Drug Statute: A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.
- F. Employee: Any person who works full-time or part-time, including management, or temporary staff who are directly engaged in the performance of work for a State employer.
- G. Federal Agency: Any agency as that term is defined in Section 552(f) of the Title IV, United States Code.
- H. Grantee: Any department, division, unit, or any person responsible for the performance of work under the provisions of a federal grant.
- I. Legal Drug: Legal drugs include medications prescribed by a physician, and over-the-counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.
- J. Illegal Drug: Any drug which is not legally obtainable and is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal or State law which are not authorized for sale, possession, or use, and legal drugs which are obtained or distributed illegally.
- K. Workplace: A work site where service or work is performed in connection with an independent contractor's, volunteer's, or employee's public employment or service. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas provided by the State, even if not owned, leased, or operated by the State.
- L. Volunteer: Any authorized individual not receiving compensation while directly engaged in the performance of services for a State employer.

III. POLICY

- A. It is the policy of West Virginia State government to ensure that its workplaces are free of alcohol, illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, sale, or having such substances in the body system. Although the sale and use of alcohol by an adult may be legal, the possession, use, distribution, or dispensation of alcohol in the workplace is strictly prohibited.
- B. This policy is applicable while independent contractors, volunteers, and employees are engaged in any work/service-related activity which includes performance of agency business. Work/service-related activity includes, but is not limited to, conducting work/service, representing the State or the agency, receiving awards, speaking as a State or agency representative, and participation in receptions when invited as a result of State employment/service.
- C. The possession, use, distribution, or dispensation of alcohol; the reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the alcohol was consumed at work or away from work, are all prohibited in the workplace. When reasonable suspicion exists that an independent contractor, volunteer, or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action or termination of service agreement.
- D. The unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.
- E. As a condition of employment/service with the State of West Virginia, independent contractors, volunteers, and employees shall:
 - 1. Abide by the terms of this policy;
 - 2. Notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace, no later than 5 days after such conviction, and
 - 3. Sign the “Employee Drug Awareness Certification Form” or “Independent Contract/Volunteer Drug Awareness Certification Form.”

- F. It shall be the responsibility of the Division of Personnel to establish a drug awareness program for independent contractors, volunteers, and State employees to provide training on the following:
 - 1. The Employee Referral Program;

- 2. The dangers of alcohol use or drug abuse in the workplace;
 - 3. The establishment and maintenance of a drug- and alcohol-free workplace;
 - 4. The penalties for the use or possession of illegal drugs or alcohol in the workplace, and
 - 5. The availability of literature concerning the abuse of alcohol and/or drugs as well as treatment alternatives.
- G. It shall be the responsibility of each agency to:
 - 1. Maintain a copy of the Drug- and Alcohol-Free Workplace Policy in an accessible location and display its Poster in a central location.
 - 2. Include a copy of the policy in every orientation packet for new independent contractors, volunteers, and employees.
 - 3. Maintain the signed “Employee Drug Awareness Certification Form” in each employee’s agency personnel file or the signed “Independent Contractor/Volunteer Drug Awareness Certification Form” on file.
 - 4. Enforce the policy and take appropriate action against individuals who are convicted or violate the policy within 30 days from the date of the conviction or violation.
 - 5. Promptly deal with any possession, consumption, and/or distribution of alcohol, an illegal drug or controlled substance in the workplace, in accordance with legal and administrative disciplinary procedures. Supervisors should contact their respective agency personnel office or individual designated by the appointing authority for guidance. However, in emergency situations supervisors should first ensure the safety of others and then immediately contact 911, appropriate law enforcement officials, or agency security. Agencies in Kanawha county may also contact the Division of Protective Services at 558-9911 for assistance.
 - a. Employees who are in violation of the provisions of the Drug-Free Workplace Act, or this policy, shall be subject to disciplinary

- action, up to and including dismissal, and may be required to participate in a drug rehabilitation program. Independent contractors and volunteers shall be subject to the termination of the service agreement.

b. State agencies who are independent contractors or grantees of federal contracts or grants amounting to at least \$25,000 are subject to suspension of payments and termination of the contract or grant for violations of any of the requirements of a drug-free workplace if they make a false initial certification, or if the number of drug-related convictions of employees indicates that the employer has not made a good faith effort to maintain a drug-free workplace.

6. Provide training to every employee, including supervisors and managers, concerning the Drug and Alcohol-Free Workplace Policy.

IV. REFERENCES

- A. Drug-Free Workplace Act, 41 U.S.C. Sections 701-707.
- B. West Virginia Code 60A-2-201 et seq. and applicable federal statutes.

V. EFFECTIVE DATE: October 1, 1991.

VI. REVISIONS

- A. Previous Revisions: January 16, 2003.
- B. Latest Revision: October 1, 2004.

VII. POLICY NUMBER: DOP-P2.

Approved and Issued By:

Signature on file

Willard M. Farley, Acting Director of Personnel
Date Signed: October 1, 2004.



FOR MORE INFORMATION, CONTACT:

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**FOR ADDITIONAL COPIES OF THIS BOOKLET,
LOG ON TO:**

www.state.wv.us/admin/personnel

OR CONTACT:

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