

**LEGISLATIVE BRANCH EMPLOYEE HANDBOOK DRUG FREE WORKPLACE
POLICY**

USE OF PRESCRIBED MEDICATION

- A. The use of drugs that are lawfully obtained and properly used is permitted, provided that such use does not interfere with the employee's ability to perform the essential functions of his or her job safely and productively. Any employee taking prescribed medication that may impair his or her ability to work safely and effectively must notify the Human Resources department prior to beginning work. Such medication may include, but is not limited to, that which warns the user not to operate motor vehicles or heavy equipment while taking the drug or warns that the drug may cause drowsiness.

- B. If required to take prescription medication, it is the sole responsibility of the employee to ask his or her physician, prior to reporting to work whether the prescribed medication may impair his or her job performance. If the prescription is known to have side effects that may impair the employee's ability to work, a written statement from the employee's physician stating that the employee is capable of working safely and effectively must be presented to the supervisor prior to the employee beginning work. LTBBOI will attempt to accommodate any job limitations that are noted by the physician, unless to do so would pose a hardship on the Tribal operations.

- C. Law enforcement, transportation, and other positions that involve the handling of hazardous materials or the use of heavy machinery or equipment shall adhere to a no-drug policy except upon a written statement from the employee's physician stating that the employee is capable of working safely and effectively. LTBBOI will attempt to accommodate any job limitations that are noted by the physician so long as doing so does not pose a hardship on Tribal operations.

- D. Michigan and other state laws permit certain medical providers to advise their patients on the use of medical marijuana for certain medical conditions. The written advice of a physician regarding the use of medical marijuana to treat medical conditions constitutes a prescription for the purposes of this policy.

POST-ACCIDENT TESTING

- A. An employee will be required to submit to a drug and alcohol test if the worker suffers from a reportable injury as a result of an on-the-job accident or the employee's job performance, actions or conduct either contributed to an accident or cannot be completely discounted as a contributing factor to an accident. Testing will also be required if the employee's conduct

resulted in or contributed to damage to tribal property or injury to another individual, even if the employee was not injured as a result of the incident. The employee must provide a sample of his or her urine, hair, or breath when seeking medical treatment.

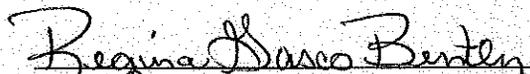
B. The following drugs are prohibited and an employee's test results registering at or above the corresponding detection levels shall be considered to be under the influence:

1. Amphetamines: initial: 1000 NG/ML, confirmation: 500 NG/ML
2. Opiate Metabolites: initial 300 NG/ML, confirmation: 300 NG/ML
3. Cocaine Metabolites: initial 300 NG/ML, confirmation: 150 NG/ML
4. Phencyclidine: initial 25 NG/ML, confirmation: 25 NG/ML
5. Marijuana Metabolites: initial 50 NG/ML, confirmation: 15/ML
6. Alcohol: initial: .04 BAC, confirmation: .04 BAC

MEDICAL MARIJUANA

Marijuana for medicinal purposes may not be smoked at the place of employment/workplace or in LTBBOI vehicles. Employees who are under doctors' care may possess marijuana within the legal guidelines. Employees will not be allowed to sell or distribute marijuana at the place of employment/workplace. Employees who are under doctors' care taking marijuana are expected to adhere to all attendance and performance policies/requirements.

This Policy was approved by Tribal Council on:


Regina Gasco Bentley, Tribal Council Secretary

10-8-12
Date