



# AGENDA

## County Operations Committee

Tuesday, January 28, 2020

@ 2:30 PM

Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
  - December 3, 2019
  - December 17, 2019
  - January 9, 2020
3. **Informational Items/Reports/Other Minutes/Updates**
  - Workforce Report
  - Schedule of 2020 Major Action Items
4. **Resolution**
  - Revisions to Drug Free Workplace Policy and Drug Testing Policy
5. **Miscellaneous**
6. **Adjournment**

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**December 3, 2019**  
**@ 1:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairman; <b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley, Kate Pastucha, Steven Rieker, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Barry Robinson</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Larry Evans</b> - State's Attorney's Office; <b>Andrew Rand</b> – County Board Chairman; <b>Sharon Williams</b> – County Board Member; <b>Randy Brunner</b> – Chief Financial Officer/ Sheriff's Office; <b>Julie Ciesla</b> – Finance; <b>Angela Loftus</b> – Asst. Director of Human Resources; <b>Jamie Dowell</b> – County Administration; <b>Tim Lanier</b> – IT Department; <b>Monica Hendrickson</b> – Health Department; <b>Nicole Bjerke</b> – County Treasurer; <b>Rachael Parker</b> – County Clerk; <b>Brian Asbell, Doug Gaa, Chris Watkins, James Middlemas</b> – Sheriff's Office; <b>Mark Little</b> – Chief Information Officer; <b>Margie Kowalski</b> – Auditor's Office; <b>Amy Benecke-McLaren</b> – County Highway; <b>Jamie Harwood</b> - Coroner

**Call to Order**

Chairman Reneau called the meeting to order at 1:00 p.m.

**Approval of Minutes**

A motion to approve the minutes of October 29, 2019 was made by Mr. Rieker and seconded by Mr. Watkins. The motion to approve carried unanimously.

**Budget**

A motion to approve budgets under the purview of the County Operations Committee as recommended by the County Administrator was made by Ms. Pastucha and seconded by Ms. Groves Allison.

Mr. Sorrel advised that the recommended budget for all funds for FY2020 has sources totaling \$129,539,894.00 and expenditures totaling \$133,648,229.00. He stated that the recommended property tax levy for taxes payable in 2020 totals \$27,874,320.00 and tax rate remains unchanged at 82.41¢ per \$100.00 of Equalized Assessed Value (EAV). He advised that the Supervisor of Assessments is projecting a 1.75% drop in EAV for taxes payable in 2020, and commented that a \$400,000.00 decrease in property tax revenue will be experienced in 2020 due to a decline in property values.

Mr. Sorrel stated that the FY 2020 General Fund budget as recommended totals \$43,494,200.00 million in revenues and \$43,275,600.00 million in expenditures. He advised that this committee has no oversight of General Fund revenues or expenditures, adding that all oversight comes in the form of Special Revenue Funds or Internal Service Funds.

Mr. Sorrel advised that the County Operations Committee has oversight of \$25.2 million in revenues and \$27.8 million in expenditures. He commented that this committee has oversight of 19% of the revenue budget and 21% of total expenditures across all funds.

Ms. Pastucha inquired as to the significant difference in IMRF requested vs. budgeted. Mr. Sorrel advised that the variance is due to several factors. He stated that IMRF statewide has seen a loss in their investment portfolio in the last year and the IMRF Board of Directors made the decision to

lower the future rate of return on their investment portfolio. He advised that these decisions resulted in a \$1.2 million increase in the county's IMRF liability. He stated that several methods have been identified to budgetarily cover the additional obligation, including a proposal to utilize reserves in the fund itself, Personal Property Replacement Tax (PPRT) revenues, and IMRF savings achieved by sweeping and not budgeting for vacant positions which have been historically funded.

Ms. Pastucha noted that the Employee Health Fund request is lower than the budgeted amount. Mr. Sorrel advised that the difference is a function of subsequent action taken by the County Board between the request and recommendation to increase health insurance premiums. He also commented that an increase in expenditures is attributed to a refinement of the number based upon updated claims data.

The motion to approve the budgets under the purview of the County Operations Committee as recommended by the County Administrator carried unanimously.

### **Discussion**

- **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for October 2019 and a comparison of October 2018 and October 2019 figures. He noted that 28 positions were posted in October 2019 vs. 22 positions posted in October 2018. He added that 21 of the 28 posted positions were filled. He advised that the County saw 22 separations in October 2019, the majority of which emanated from Heddington Oaks.

### **Joint Resolution**

- **Additional Appropriation in the Risk Management Fund** (joint with Budget Committee)

A motion to approve was made by Ms. Daley and seconded by Mr. Watkins. Mr. Sorrel advised staff is requesting a budget amendment in the amount of \$580,000.00. He stated that the request is due to two unanticipated liability case settlements, higher than anticipated costs related to worker's compensation cases, and significant legal fees related to pending litigation. He remarked that staff proposes appropriating the funds from the Risk Management Fund itself, taking the reserves of the Fund further negative in order to cover the expenses. He stressed that cash flow across the organization is available for payment of the expense. He added that a strategy is in place to recapitalize the negative funds beginning in 2021.

The motion to approve carried unanimously.

### **Resolutions**

- **Copy Equipment Bid Award**

A motion to approve was made by Ms. Pastucha and seconded by Mr. Rieker. Mr. Lanier advised that refurbished copiers purchased several years ago are aging and in need of replacement. He advised that an invitation to bid was released for replacement refurbished copiers with "per printed page" pricing. He stated that Digital Copy Systems was the sole responding bidder and is recommended for approval.

The motion to approve carried unanimously.

- **Excess Health Insurance**

A motion to approve was made by Ms. Daley and seconded Mr. Watkins. Ms. Musselman advised that Peoria County is self-insured, and as such the County is responsible for the first \$125,000.00 of a claim, with any payment above that amount is paid by the County's insurance carrier. She advised that renewal quotes are sought annually from the carriers. She advised that with the exception of respondent HM Life, all carriers quoted a significant rate increase, including the incumbent carrier. She also noted that the incumbent would not guarantee a rate cap for the

following year's premium. She advised that HM Life offered a decrease in the premium and agreed to an increase in the stop-loss provision from \$125,000.00 to \$145,000.00, which will ultimately prove a money-saving option.

Ms. Musselman advised that it is staff's recommendation to approve the proposal from HM Life and to increase the stop loss limit to \$145,000.00. The motion to approve carried unanimously.

- **Risk Management Excess Insurance**

A motion to approve was made by Ms. Pastucha and seconded by Ms. Daley. Ms. Musselman advised that Peoria County is insured at various levels for liability, property, auto and other type of commercial insurance policies. She reiterated that Peoria County is self-insured and carries excess insurance for any high-dollar claims incurred. She stated that Gallagher, as the county's current broker, secured quotes with the various carriers. She commented that the property quote includes a complete property appraisal conducted in 2019. She noted that the Cyber Liability limit was increased as well. She stated that the 2020 renewal reflects a 5.8% increase over 2019, the majority of which is due to the property carrier. The motion to approve carried unanimously.

- **IWIRC Contract Extension**

A motion to approve was made by Mr. Rieker and seconded by Ms. Pastucha. Ms. Musselman advised that Peoria County is currently under contract with IWIRC for occupational health services. She stated that the contract expires in December 2019, and the service will be rebid in early 2020. She advised that staff requests a 6-month contract extension through June 30, 2020 to allow sufficient time to review proposals. The motion to approve carried unanimously.

- **Employee Drug Testing Policy Revisions**

A motion to approve was made by Ms. Daley and seconded by Mr. Watkins. Ms. Musselman briefed the committee on updates made to the Peoria County Drug Free Workplace Policy and Drug Testing Policy. She stated that the revisions have been made to address the January 1, 2020 legalization of marijuana.

After lengthy discussion, the resolution was withdrawn on a motion by Ms. Daley and second by Mr. Watkins, in order to allow staff the opportunity to further refine and clarify policy language.

- **FY 2020 Authorized Staffing Count**

A motion to approve was made by Ms. Daley and seconded by Ms. Pastucha. Mr. Sorrel advised that the County Board adopted a policy in 2010 to formerly adopt and authorize budgeted staffing counts. He stated that the 292.35 authorized FTE positions all report to the County Board through the office of the County Administrator. The motion to approve carried unanimously.

## **Adjournment**

The meeting was adjourned by Chairman Reneau at 2:25 p.m.

*Recorded and Transcribed by: Jan Kleffman*

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**December 17, 2019**  
**@ 1:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairman; <b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley, Kate Pastucha, Steven Rieker, Barry Robinson, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Larry Evans</b> - State's Attorney's Office; <b>Sharon Williams</b> – County Board Member; <b>Angela Loftus</b> – Asst. Director of Human Resources; <b>Nicole Bjerke</b> – County Treasurer; <b>Brian Asbell, Doug Gaa, Chris Watkins</b> – Sheriff's Office

**Call to Order**

Chairman Reneau called the meeting to order at 1:00 p.m.

**Approval of Minutes**

A motion to approve the executive session minutes of July 23, 2019 was made by Ms. Grove Allison and seconded by Mr. Robinson. The motion to approve carried unanimously.

**Discussion**

- **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for November 2019 and a comparison of November 2018 and November 2019 figures.

**Committee Action**

- **Review of Executive Session Minutes**

Mr. Evans advised that it is the recommendation of the State’s Attorney’s Office that all previously held executive session minutes continue to be held closed as the need for confidentiality still exists, and to destroy executive session audio recordings more than two years old, except those that relate to pending litigation. A motion to accept the recommendation of the State's Attorney's Office was made by Mr. Watkins and seconded by Ms. Pastucha. The motion carried unanimously.

A motion to go into executive session to discuss Labor Relations was made by Ms. Pastucha and seconded by Mr. Robinson. The motion carried.

**EXECUTIVE SESSION**

Regular session resumed upon a motion by Mr. Watkins and second by Mr. Robinson.

**Adjournment**

The meeting was adjourned by Chairman Reneau at 2:02 p.m.

*Recorded and Transcribed by: Jan Kleffman*

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**January 9, 2020**  
**@ 5:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau – Chairman; Linda Daley, Kate Pastucha, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Jennifer Grove Allison, Steven Rieker, Barry Robinson</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel – County Administrator; Shauna Musselman – Assistant County Administrator, Larry Evans - State's Attorney's Office; Sharon Williams – County Board Member; Angela Loftus – Asst. Director of Human Resources; Brian Asbell, Chris Watkins – Sheriff's Office</b>

**Call to Order**

Chairman Reneau called the meeting to order at 5:01 p.m.

A motion to go into executive session to discuss Labor Relations was made by Ms. Daley and seconded by Ms. Pastucha. The motion carried.

**EXECUTIVE SESSION**

Regular session resumed upon a motion by Ms. Daley and second by Mr. Watkins.

**Resolution**

- **Collective Bargaining Agreement (CBA) between Peoria County, Peoria County Sheriff's Office, and the Police Benevolent Labor Committee (PBLC)**

A motion to approve was made by Ms. Pastucha and seconded by Ms. Daley. The motion carried unanimously.

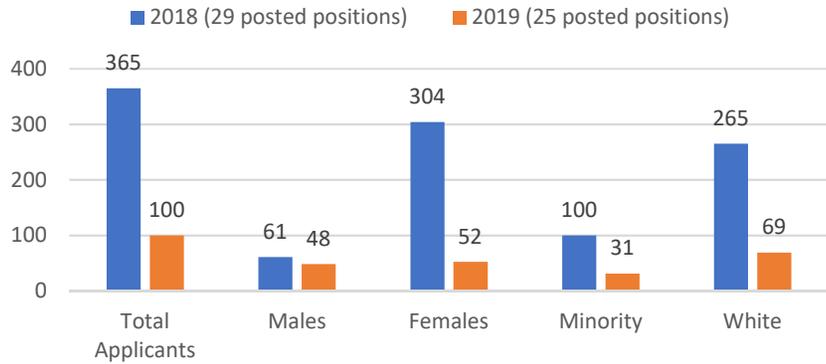
**Adjournment**

The meeting was adjourned by Chairman Reneau at 5:06 p.m.

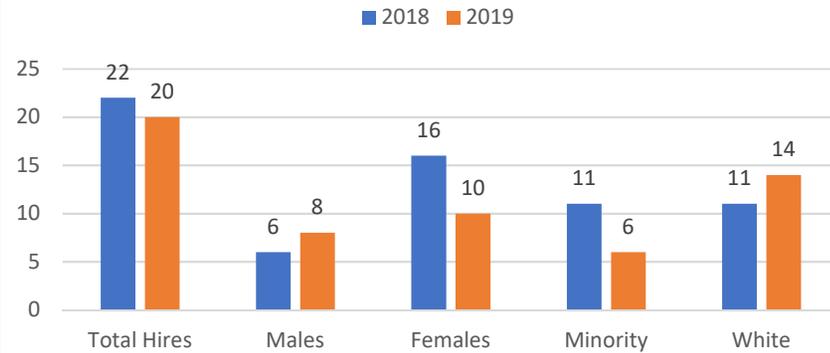
*Recorded and Transcribed by: Jan Kleffman*

# County Operations - Workforce Dashboard - January 2020

## December Applicants

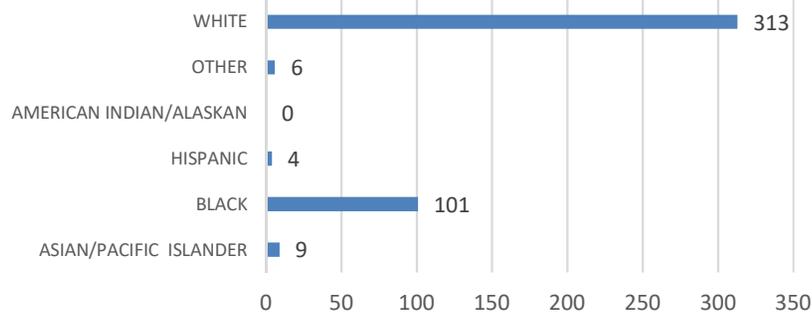


## December New Hires



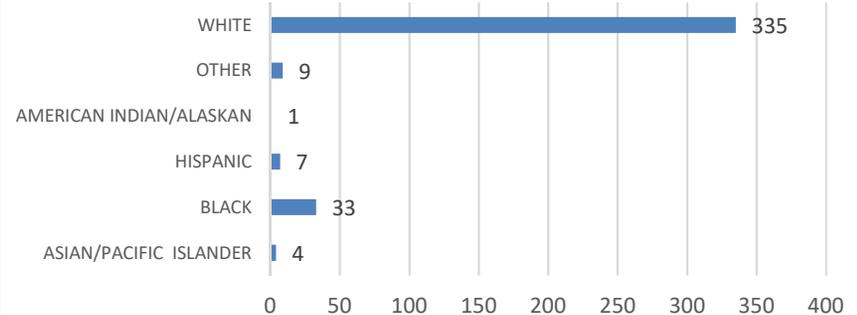
## Female Employees Race/Ethnicity

(as of 12/31/19)

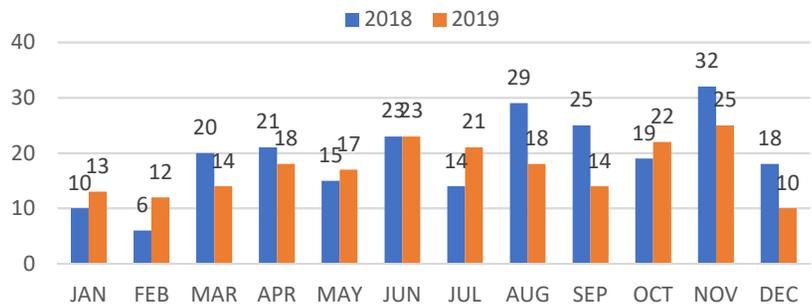


## Male Employees Race/Ethnicity

(as of 12/31/19)



## Employee Separations



## Top Department Separations

	December 2018	December 2019
HO	8	4
JDC	3	Highway
PCSO	2	2

## Major Action Items for County Operations Committee in 2020

Unit	Contract Expiration	Current Contract Term	Anticipated Committee Discussion on Wages	Anticipated Start of Bargaining	Management Bargaining Team
IBEW	Oct-18	18 months	ongoing	ongoing	Angela, Shauna
Judicial-AFSCME	Dec-19	3 yrs w 1 yr extension	TA	N/A	Courts, not HR
PCEA-AFSCME	Dec-19	3 years	ongoing	Underway	Angela, Shauna, Treasurer Bjerke
Highway	May-20	4 years	Feb/March	March/April	Amy, Jeff, Mark, Angela, Shauna
PCAPS	Nov-20	4 years	June/July	August/Sept	Becky, Angela, Shauna
Lieutenants*	Dec-20	4 years	Feb/March	March/April	Sheriffs Team, Braskich, Angela, Shauna
Corrections*	Dec-20	3 years	Aug/Sept	Sept/Oct	Sheriffs Team, Braskich, Angela, Shauna
Health Dept-AFSCME	Dec-20	3 years	Aug/Sept	Sept/Oct	Monica, Emily, Angela, Shauna
Professional-AFSCME	Jan-22	4 years w wage opener 3&4	Sept/Oct	Oct/Nov	Angela, Shauna
Deputies	Dec-19	3 years	COMPLETE	COMPLETE	Sheriffs Team, Braskich, Angela, Shauna

\*Lts/Corrections may be negotiated earlier in 2020

Other Items for Committee Approval	
Cannabis Policy	January
Elected Comps	March
Occupational Health Services	2nd/3rd Quarter
Social Media Policy	TBD
Excess Risk Ins.	October
Excess Health Ins.	October

## AGENDA BRIEFING

**COMMITTEE:** County Operations  
**MEETING DATE:** January 28, 2020

**LINE ITEM:**  
**AMOUNT:**

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**ISSUE:** Approval of revisions to the Peoria County Drug Free Workplace Policy and Drug Testing Policy.

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**BACKGROUND/DISCUSSION:**

In June 2019 Governor Pritzker signed into law the Cannabis Regulation and Tax Act (CRTA), which legalizes the recreational use of marijuana and makes permanent the Compassionate use of Medical Cannabis Pilot Program Act, effective January 1, 2020. Peoria County's current drug testing policy needs to be revised to address the legalization of marijuana. Staff has included a red-lined version of the proposed changes, including but not limited to, updating the drug free workplace language to specifically ban the use and possession of marijuana on any County premise, updating the drug testing language to state that employees cannot be under the influence of cannabis while at work, defining "under the influence" of cannabis for purposes of reasonable suspicion testing, etc.

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**COUNTY BOARD GOALS:**



Effective Service Delivery

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**STAFF RECOMMENDATION:**

Approve the proposed changes to the Drug-Free Workplace Policy and Drug Testing Policy to comply with the CRTA.

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**COMMITTEE ACTION:**

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**PREPARED BY:** Shauna Musselman, Assistant County Administrator

**DEPARTMENT:** County Administration

**DATE:** January 17, 2020



## COUNTY OF PEORIA

### III - 15: DRUG-FREE WORKPLACE POLICY

#### III - 15A: POLICY ON DRUG-FREE WORKPLACE

The Peoria County Policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on County premises is:

**III - 15A.1:** Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

**III - 15A.2:** The unlawful manufacture, distribution, dispensing, possession or use of ~~a controlled substance~~ [illicit drugs, controlled substances without a prescription, cannabis, or alcohol](#) on County premises, or while conducting County business off County premises, is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

**III - 15A.3:** Peoria County recognizes drug dependency as an illness and a major health problem. The County also recognizes drug abuse as a potential safety and security problem. Employees needing help in dealing with such problems are encouraged to use our Employee Assistance Program as appropriate. Conscientious efforts to seek such help will not jeopardize an employee's job and will not be noted in any personnel records.

**III - 15A.4:** [The County recognizes that the Compassionate Use of Medical Cannabis Pilot Program \(410 ILCS 130\), may allow the use of cannabis through a valid prescription. This permits an individual with a debilitating medical condition to register as a qualifying patient and avoid civil and criminal penalties under state or local law for certain medical uses of cannabis. In addition, the Illinois Cannabis Regulation and Tax Act \(HB1438\), which legalizes recreational marijuana use, became effective January 1, 2020. In accordance with both Acts and Federal laws, however, and in order to maintain a safe, efficient and effective workforce, employees may not use or possess cannabis on County property or in the course of their employment. The County also prohibits employees from reporting to work under the influence of cannabis to the extent of impairment as because such impairment may have an effect on the employee's ability to safely, effectively, and productively perform work functions or job duties. Peoria County has a zero tolerance policy with regards to illicit drugs, controlled substances without a prescription, cannabis, and alcohol as they relate to being under the influence as to the extent of being impaired while at work, performing work functions or driving county vehicle.](#)

**III - 15A.5:** Employees must, as a condition of employment, abide by the terms of the above policy and report any convictions under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Illinois Drug-Free Workplace Act 30 ILCS 580/3.)

**III - 15A.6:** Employees who fail to abide by the terms of the above policy and/or fail to make a conscientious effort to seek help for their drug dependency are subject to appropriate disciplinary action which could include involuntary termination from employment.

**III - 15A.7:** Employees will be subject to drug testing as outlined in the Peoria County Drug Test policy. Violations of that policy may be grounds for discipline up to and including termination.



# COUNTY OF PEORIA

## III – 16: DRUG TESTING POLICY

In accordance with Peoria County's Drug Free workplace policy the following drug testing will be initiated.

### III – 16A: SCOPE

This policy shall apply to all current and potential employees of Peoria County. As the Employer, Peoria County has the right to expect its employees to report for work fit and able for duty. It is the expectation that employees must be free from illicit drugs and not impaired by legal drugs, prescription drugs, cannabis, or alcohol at all times when in the workplace, performing work related duties or driving a county vehicle. The purpose of this policy shall be achieved in such a manner as not to violate any established rights of the employees. Peoria County has a zero-tolerance policy with regards to both illicit drugs, controlled substances without a prescription, prescription drugs, cannabis, and alcohol as they relate to being under the influence to the extent of being impaired when in the workplace, performing work related duties or driving a county vehicle .

### III – 16B: PROHIBITED SUBSTANCES

The substances covered in this policy include, but are not limited to, illicit drugs, controlled substances without prescription, cannabis, and alcoholic beverages. An illicit drug shall be defined as one whose use is prohibited or restricted by law.

### III – 16C: PRE-EMPLOYMENT DRUG TESTING

Prior to a final hiring decision, individuals applying for employment with Peoria County ~~will~~may undergo drug/alcohol testing depending on the position applied for. A candidate or transferee from another Peoria County office is also subject to this testing. If the intended candidate fails this testing, they will be eliminated from further consideration for transfer and be subject to the discipline procedure as outlined above. If a candidate refuses to undergo testing within the time frame specified by the employer, the employee will be eliminated from consideration for the position. If an individual is applying for a position which requires a commercial driver's license (CDL) that individual will also undergo cannabis testing because as it is still a federally prohibited controlled substance.

### **III – 16D: REASONABLE CAUSE TESTING GOOD FAITH BELIEF TESTING**

**III – 16D.1:** If there is ~~reasonable cause to believe~~ a good faith belief an employee's behavior or appearance ~~may indicate alcohol or drug use, a drug/alcohol test will be required~~ manifests specific symptoms of impairment, a drug/alcohol test will be required. The employee's supervisor must consult with the Human Resources Director or his/her designee within County Administration prior to sending the employee for testing. This decision will be made when supervisory or management personnel identify specific behavioral, performance, or physical indicators of possible impairment and/or when an employee's work performance, including an absenteeism problem, creates reasonable suspicion that they are possibly abusing alcohol or drugs. A Peoria County representative will escort the employee to the provider for testing.

**III – 16D.2:** Employees required to take a drug/alcohol test ~~due to~~ for reasonable cause a good faith belief of impairment will be considered on paid administrative leave pending investigation.

### **III – 16E: RANDOM TESTING**

**III – 16E.1:** Employees will be subject to drug/alcohol testing on an unannounced and random basis as required by law or collective bargaining agreement.

**III – 16E.2:** Employees required to take a drug/alcohol test under random selection will, upon notification, be relieved of their regular assignment long enough to be tested and upon completion of the test be returned to their original assignment. Should the time required for testing go beyond the normal work assignment hours, the employee will be compensated according to their regular pay status.

### **III – 16F: POST ACCIDENT/POST INJURY**

Employees injured while working (with the exception of basic first aid), or any employee who causes an injury to another person, or any employee who damages County property will be required to undergo drug/alcohol testing. The results of such testing may include disciplinary action up to and including termination. Any employee involved in an automobile accident while on County business will be required to undergo drug/alcohol testing. ~~The results of such testing may include disciplinary action up to and including termination.~~

### **III – 16G: RETURN FROM LEAVE**

Any employee who has been laid-off or on medical leave for longer than three (3) months may be required to undergo drug/alcohol testing upon their return to work.

### **III – 16H: RETURN FROM REHABILITATION**

Any employee returning from drug or alcohol rehabilitation leave shall be tested for [illicit and legal drugs and alcohol](#) ~~illicit drugs~~ upon their return to work. Upon release to return to work, such employees are subject to random drug testing ~~-(~~apart from and in addition to the routine, random testing imposed on other employees).

### **III – 16I: TESTING PROCEDURE**

Testing shall be conducted in accordance with U.S. Department of Transportation (DOT) and State of Illinois testing procedures and standards. Test results will be determined through urinalysis for drugs and urinalysis and/or breathalyzer for alcohol. [When required by law or provided voluntarily by the employee, a blood test may be conducted.](#) Testing will be administered at a local occupational health center of the County's choosing. Whenever a specimen is taken, a second (split) specimen shall be retained at the test laboratory for possible confirmatory testing. The untested specimen shall be retained for six months when a positive test result is found.

### **III – 16J: MANAGEMENT ACTIONS**

**III – 16J.1: Negative Test Result:** A negative test result will result in clearance to return to work for current employees and clearance to continue in the application process for potential employees.

**III – 16J.2: Positive Test Result:** Any employee who tests positive on any required drug/alcohol test will be suspended immediately without pay until further testing proves negative and will be subject to disciplinary action up to and including termination.

**III – 16J.2a:** The employee shall have the opportunity to explain or challenge positive test results. If it is deemed necessary by the employee, the split specimen shall be submitted for confirmatory testing at a laboratory of the employee's choice and at the employee's expense. The untested specimen shall be retained for six months when a positive test result is found. If the employee who tests positive does not exercise the right to have the untested specimen reanalyzed during the six-month period, it will be assumed that the employee does not wish to exercise such a right and the untested sample will be discarded.

**III – 16J.2b:** In the event of a positive test result, the County ~~shall~~ [may](#) refer the employee to the Employee Assistance Program (EAP) for evaluation of a therapeutic referral, and may also discipline that employee as outlined above. In case the employee refuses a referral to the EAP, or upon referral refuses to participate in recommended therapy, the employee shall be terminated. If a subsequent incident occurs, the employee shall be terminated.

**III – 16J.2c:** Any employee who is undergoing or has undergone treatment toward rehabilitation for drug or alcohol use, and who has returned to work during or following such treatment, shall be subject to unannounced drug testing for up to twelve (12) months following the beginning of such treatment. A confirmed and validated positive for such test shall be cause for immediate termination.

**III – 16J.3: Inconclusive Test Result:** In the event of an inconclusive drug test result, the affected employee will be put on leave of absence without pay until conclusive results are returned to Peoria County. If the results from the re-test are negative, the affected employee will be paid at his or her regular rate of pay for the leave of absence days.

**III – 16J.4: Refusal to Test:** Any employee who refuses drug testing in any circumstance as required/requested by Peoria County, will be subject to disciplinary action up to and including termination.

**III – 16J.5:** Any employee whose job description requires a valid driver’s license who is convicted of a DUI [either during or after employment hours](#) will be subject to disciplinary action up to and including termination.

## LETTER OF AGREEMENT

I do hereby certify that I have received the attached Peoria County Employee Drug Testing Policy and Procedure. I further certify that I have read and understand the Policy.

\_\_\_\_\_

**(Name)**

\_\_\_\_\_

**(Date)**

\_\_\_\_\_

**Print full name**

