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NORTHERN CALIFORNIA SOUND AND COMMUNICATION  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE  
ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY

The purpose of this policy is to establish the Northern California Sound and Communication JATC position on use of any illegal drugs, controlled substances, or alcohol which interferes with an individual's ability to perform as an apprentice, both in the classroom and in related on the job training.

The Committee has a vital interest in maintaining safe, healthful and efficient school conditions for apprentices. Being under the influence of drugs or alcohol may pose serious safety risks, not only to the user, but also to others at the Training Center or on the jobsite.

The Committee recognizes that its own health and future are dependent upon the physical and psychological health of the Apprentices. Accordingly, it is the right, obligation, and interest of the Committee to maintain a safe, healthful and efficient working environment for the students and staff and to protect school property, equipment and operations.

For purposes of this policy, "illegal drugs" or "controlled substances" include cannabis.

**Policy Statement ~**

The use of alcohol, illegal drugs, or other controlled substances by Apprentices in the Training Center or in the workplace is prohibited and will not be tolerated. Apprentices who participate in apprenticeship training or on-the-job training under the influence of such substances, or who provide or sell such substances to others at the Training Center or in the workplace, will be disciplined by the Committee. In its discretion, the Committee may, based on a review of all of the relevant circumstances, discipline an Apprentice by canceling the Apprenticeship Agreement and discharging the apprentice from the program. To implement this policy, the Committee will conduct drug screening before an individual is accepted into the Apprenticeship Program, and may conduct reasonable suspicion testing of apprentices to determine fitness for duty.

Upon acceptance into the Apprenticeship Program, apprentices will be required to comply with the Committee's Chemical/Substance Abuse Policy. The Committee's Chemical/Substance Abuse Policy may be amended from time to time and may include additional prohibitions or testing requirements in addition to those set forth here.

**Pre-Apprenticeship Registration Screening ~**



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The Northern California Sound and Communication JATC will maintain pre-registration screening practices designed to prevent individuals whose use of alcohol, illegal drugs, or other controlled substances indicates a potential for impaired performance from becoming indentured in the Apprenticeship Program.

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**Conditions for Pre-Apprenticeship Registration Testing ~**

A) Alcohol - Where medical or objective evidence indicates that current alcohol use or abuse may pose a safety risk or impair school performance, acceptance into the Apprenticeship Program will be denied. This determination shall be made in the sole discretion of the Committee.

B) "Controlled substances" means legal prescription drugs, illegal drugs, and marijuana. Applicants for the Apprenticeship Program will be required to undergo urinalysis screening for controlled substances. Refusal by the Applicant to submit to urinalysis screening shall result in disqualification from the program. A confirmed positive screening for illegal drugs or marijuana will result in immediate disqualification from the program.

- 1) Legal Prescription Drugs - Where use of a legal, mood or conduct-altering drug is detected, applicants may be required to offer proof that the drug is being used as prescribed by a licensed medical practitioner. If the Applicant is unable to provide such proof, admission into the Apprenticeship Program will be denied.

C) Consent to Test - Prospective Apprentices shall be required to consent, in writing on the form attached to this Policy, to the urinalysis drug and alcohol test prior to being offered admission into the Apprenticeship Program.

D) Time of Test - The drug and alcohol test will be administered by a medical laboratory qualified to conduct such tests and selected by the Committee. Applicants will be notified 24 hours in advance of when and where to appear to be tested.

E) Applicant's Right to Appeal - Any Applicant who has been disqualified because of a positive test or alcohol abuse/impairment has the right, at their own expense, to have the same urine sample re-tested and evaluated by a state licensed independent laboratory. The Applicant will be provided reasonable opportunity to rebut or explain the test results. Once notified of a positive test result, the applicant will be afforded the opportunity to withdraw their application for admission to the Apprenticeship Program.

F) Test Results - Results of the screenings are automatically sent to the requesting physician at the collection laboratory. In addition, the Training Director will be notified in writing of all

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positive screenings. All medical screening and test results and related records will be kept confidential by the Training Director and maintained in files separate from any other files maintained in the JATC office. The results will be treated as strictly confidential and will not be released to anyone other than on a strictly need to know basis.

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### Apprentice Testing ~

Apprentices in the Program are fully subject to the same Policy Statement on alcohol, drug and chemical substance abuse as Applicants. This policy applies fully to Apprentices when engaged in training under the Apprenticeship Program at the Training Center or on-the-job. Apprentices are also subject to the Committee's Chemical/Substance Abuse policy as it may be amended from time to time, and to such drug and alcohol testing policies as may be required by the Apprentice's OJT employer on specific jobsites.

A) Test Results - The Training Director will keep the results of any drug test strictly confidential and in a separate file maintained at the JATC Office. If the results of the test indicate the presence of alcohol, drug or chemical substances indicating a violation of this policy, the Training Director will discuss the results with the Apprentice. The Training Director shall have the discretion to keep the matter confidential or to recommend to the Committee that the apprentice be disciplined. Refusal of an Apprentice to consent to this drug test will itself constitute grounds for discipline.

B) Right to Appeal - An Apprentice who has tested positive shall have the right to a retest, at the Apprentice's expense, of the same urine sample before a state licensed independent laboratory. If the Apprentice wishes to appeal any discipline imposed, the Apprentice shall be given an opportunity to appear before the Committee and to explain or rebut the test results and/or the discipline recommended by the Training Director. All proceedings and test results with respect to this matter shall be kept strictly confidential by the Committee and the Training Director. Following this process, the Committee shall have the final decision on whether to keep the Apprentice in the Program or terminate the Apprenticeship Agreement and discharge the Apprentice from the program.

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**ACKNOWLEDGMENT OF RECEIPT OF ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY AND  
CONSENT TO DRUG SCREENING**

The Northern California Sound and Communication JATC has adopted an alcohol, drug and abuse screening policy, in recognition of its obligation to protect and preserve the safety of all Apprentices and other industry personnel, both in connection with their classroom activities and related on-the-job training. In accordance with this policy, each new Apprentice Applicant is required to read and sign this consent form.

By signing below, I acknowledge that I have received a copy of the Alcohol, Drug and Substance Abuse Policy or have reviewed a copy of the Policy online. I have read and understand its contents.

By signing below, I also give my consent for Northern California Sound and Communication JATC to have performed on me a urinalysis drug screening, to determine the presence or use of alcohol, drugs, or controlled substances, including cannabis. Further, I give my consent for the release of the test results and other relevant medical information to the Training Director for appropriate review. **I also understand that if I refuse to consent to this screening, I will be considered ineligible for the Apprenticeship Program.**

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Signature

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Name (Please print)

\_\_\_\_\_  
Date