

Letter to Notify Employer of Positive Test

Date

Employer's Designated Representative

Participating Employer

Address

Address

Dear Designated Representative:

This letter is to confirm that your employee, _____, Social Security Number (last four digits) _____ has tested positive (or refused to be tested) under the Sheet Metal Northwest Anti-Drug Program (SNAP). You have probably already received information concerning a positive test directly from the program's Medical Review Officer. The results of the test(s) and the fact that you are notifying him/her are confidential and should not be communicated to any person who does not have bona fide need to know.

You need to notify your employee of this finding in private- and immediately remove him/her from the jobsite and suspend the employee from employment. The employee will be suspended from employment until such time as you, the participating employer, are notified by the Employee Assistance Program that the employee is able to return to work. Follow the notification and referral steps as outlined in the Administrative Guide for more information on this process.

Please inform your employee that he/she is expected to contact the employee assistance program, **Fully Effective Employees**, by calling 425-454-3003 or 800-648-5834 to schedule an assessment and evaluation. Once you inform your employee that he/she have tested positive he/she should not be allowed to continue working until he/she has seen the evaluator and received a written authorization from Fully Effective Employees to return to work. The employee must also pass a return-to-duty drug test before returning to work.

Also, please inform your employee that he/she has the right to have the urine sample independently examined by a different certified laboratory at his/her expense within 15 days.

If there are any questions or you need further clarification or assistance, please do not hesitate to contact the program administrator, Drug Free Business.

You should give a copy of this letter to the employee at the time of notification.

Sincerely,

Program Administrator