

Subject Area Title – Workplace Substance Abuse
Implementation Plan

Revision: 3.0

Implementation Actions to be Completed Prior to Subject Area Issuance	Resources Required	Responsible Person	Due Date
Communications – All staff message from Leadership	Internal Communications/HR	K. Larson /K. Renteria	Aug. 31, 2004
Brief recruiters and HRMs for TDP new hire process	HR	Renteria	Aug 31, 2004
Coordinate with Advanced Med and Lourdes Occupational Health	HR/ESH&Q	Renteria/Allen	Aug. 31, 2004
Finalize release forms	ESH&Q	Allen	Aug. 31, 2004
Implementation Actions to be Completed After Subject Area Issuance	Resources Required	Responsible Person	Due Date
Communications – Message to identified TDP managers	Internal Communications/HR	K. Larson/K. Renteria	Sept. 2, 2004
Update Purchasing Goods & Services subject area to meet flowdown requirements referenced in this subject area	Contracts/HR	A. Melius/K. Renteria	Oct. 15, 2004
Processes in place for TDP new hires (Electronic Requisition modification)	HRIS/HR	D. Klotz/Renteria	Nov. 15, 2004
Review identified RFPs and subcontracts for compliance with subject area	Contracts/HR/ESH&Q	Melius/Renteria/Allen	Dec. 31, 2004
Implement CTS software	Business Information Systems	P. Conley/ J. Allen	Sept. 30, 2004
Issue approved training plans (All staff and Supervisors/Managers)	HR/Training & Qualifications	Renteria/Rhoads	Sept. 15, 2004
Complete initial training classes	HR/AMH	Renteria/King (AMH)	Oct. 30, 2004
Issue 60-day notification to staff subject to random testing	ESH&Q	J. Allen	Sept. 10, 2004
Negotiate impact to Bargaining Unit staff	HR/Labor Relations	Renteria/Corder/ Allen	April 30,2005
Complete initial testing of TDPs (non-bargaining unit)	ESH&Q	Allen	Dec. 31, 2004
Complete initial testing of TDPs (bargaining unit)	ESH&Q	Allen	August 31, 2005

Approvals

Staff Responsible for Actions:

Ken Renteria

Jerry Allen

Katie Larson

Ben Corder

Andrea Melius

Duane Klotz

Patrick Conley

Cory Rhoads

Subject Matter Expert:

Ken Renteria

Management System Owner:

Paula Linnen

Handwritten signatures for each staff member listed in the table. The signatures are: Ken Renteria, Jerry Allen, Katie Larson, Ben Corder, Andrea Melius, Duane Klotz, Patrick Conley, Cory Rhoads, Ken Renteria, and Paula Linnen.