

# Easter Seals Rehabilitation Center

## WORKPLACE SUBSTANCE ABUSE PROGRAM

### I. STATEMENT OF POLICY

Easter Seals Rehabilitation Center, Inc. (hereinafter referred to as “ESRC”) believes that it is very important to provide a safe workplace for all of its employees. ESRC is therefore addressing the problem of substance abuse because it negatively affects every workplace where it exists. ESRC is concerned with the health and well-being of its employees, and it cannot condone and will not tolerate behaviors on the part of employees that relate to substance abuse, such as:

1. Use of illegal drugs.
2. Misuse of legal drugs (prescription or over-the-counter medications).
3. Misuse of alcohol.
4. Sale, purchase, manufacturing, transfer, use or possession of any illegal drugs, or prescription drugs obtained illegally.
5. Reporting to work or conducting ESRC business under the influence of any illegal drug or alcohol.
6. Reporting to work or conducting ESRC business under the influence of any legal drugs to the extent that job performance is affected.

Management is fully committed to ESRC’s Workplace Substance Abuse Program, which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. ESRC will not tolerate substance use in violation of this Policy.

ESRC has designated the Human Resource Manager as its Workplace Substance Abuse Program Administrator to give all employees a person to turn to for help or information and to arrange contracts for drug and alcohol testing.

## II. PROGRAM PROTECTIONS AND TESTING PROCEDURES

This program is designed to protect employees and clients from the behaviors of substance abusers. Some of the protections for employees that have been built into the program include:

- Employee records, such as testing results and referrals for help, will be kept in files separate from the employee's personnel file and will be held in strictest confidence, shared on a need-to-know basis only as deemed appropriate by management. Any breach of confidentiality is subject to disciplinary action up to and including termination of employment.
- ESRC is committed to assisting employees who have a substance abuse problem. Each situation will be reviewed individually. ESRC offers an Employee Assistance Program through Southwestern Behavioral Healthcare, Inc.
- A post offer, pre-employment saliva test will be conducted at ESRC by one of the ESRC nursing staff. The result is negative, positive, or inconclusive.
- If the result is positive or inconclusive, the individual will be sent to an outside agency for a second test which will be a urine test.
- To ensure the accuracy and fairness of our testing program, all secondary testing will be conducted by an outside facility with which ESRC has contracted and according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable.
- Current employees who receive a confirmed positive drug test result from the contracted outside facility may, at their option and expense, have a confirmation test performed on the same specimen. Should this confirmation test prove to be negative, The Center will reimburse the individual for the cost of this test within 30 days of receiving these results. The individual will not be allowed to submit another specimen for testing.
- If a urine test is necessary, the certified lab will work closely with a Medical Review Officer (MRO), who is a trained physician and an expert in substance use. When the MRO receives positive test results, the MRO will contact the employee and any appropriate health care provider to determine whether there is a valid reason for the presence of the drug in the person's system.

- **DRUG AND ALCOHOL TESTING CUTOFF LEVELS**

Testing for drug and/or alcohol use is intended to detect problems and deter usage and will result in corrective action as appropriate. In addition to alcohol, although ESRC may decide to test for additional substances, the drugs that employees are to be tested for at a minimum include:

DRUG	SCREENING TEST CUT OFF LEVELS	CONFIRMATION TEST (GC/MS) CUT OFF LEVELS
1. Amphetamines (uppers, speed)	500 ng/ml of urine	250 ng/ml of urine
* Methamphetamines		250 ng/ml of urine
* MDMA (Ecstasy)	500 ng/ml of urine	250 ng/ml of urine
2. Cocaine (including Crack)	150 ng/ml of urine	100 ng/ml of urine
3. Cannabinoids (Marijuana)	50 ng/ml of urine	15 ng/ml of urine
4. Opiates (Codeine, Morphine)	2000 ng/ml of urine	2000 ng/ml of urine
* 6-Acetylmorphine (Heroin)	10 ng/ml of urine	10 ng/ml of urine
5. Phencyclidine (PCP, "angel dust")	25 ng/ml of urine	25 ng/ml of urine

Alcohol and drug tests will follow the same cut-off levels as outlined under applicable state law and as deemed appropriate by management.

### **III. TYPES OF TESTING**

Individuals or employees will be tested for the presence of drugs and/or alcohol under any and/or all of the conditions outlined as follows:

#### **A. Post Offer, Pre-Employment Drug Testing**

As part of the Company's employment procedures, applicants will be required to undergo a post offer, pre-employment drug test. Any offer of employment an applicant receives from ESRC is contingent upon, among other things, satisfactory completion of this screening, and the determination by ESRC that the applicant is capable of performing the responsibilities of the position that has been offered with or without reasonable accommodation.

Applicants who test positive on their post offer, pre-employment saliva drug screen and positive on the follow up screen at the offsite facility will no longer be eligible for employment with ESRC.

As stated in 49 CFR Part 40: Offers of employment to positions that require the incumbent to possess and maintain a CDL shall be made contingent upon the applicant passing a controlled substance test. An applicant shall be rejected if the pre-employment controlled substance test result is not negative, unless he/she can provide a valid medical statement highlighting a health problem as the cause of the test result. If ESRC is hiring a candidate who maintains a CDL ESRC must conduct a background check of the employee's previous employer for controlled substance and alcohol test violations. Within thirty (30) days ESRC is required by the DOT to obtain, to the extent available, certain controlled substance and alcohol testing records from the employee's previous employers for the previous three (3) years. As a condition of employment, the applicant shall provide ESRC with written authorization to obtain such records.

## **B. Reasonable Suspicion Testing**

Reasonable suspicion testing will occur when ESRC management has reason to suspect that an employee may be in violation of this Policy. This suspicion must be documented in writing by those who observed the behavior of the accused employee. This testing will occur at an offsite facility.

“Reasonable cause” or “reasonable suspicion” means, but is not limited to, evidence that an employee is or was misusing alcohol or a controlled substance drawn from specific observable instances and reasonable inferences drawn by the person making the observation. These facts and inferences may be based on, but are not limited to, any of the following:

1. Observable phenomena, such as direct observation of misuse or use, possession, or distribution of alcohol or a controlled substance, or of the physical symptoms of being under the influence of alcohol or a controlled substance, such as, but not limited to, slurred speech, dilated pupils, odor of alcohol or a controlled substance, changes in affect, or dynamic mood swings,
2. A pattern of abnormal conduct, erratic or aberrant behavior, or sudden deteriorating work performance such as frequent absenteeism or a pattern of absenteeism, excessive tardiness, or recurrent accidents, that appears to be related to the use of alcohol or a controlled substance,

3. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, manufacturing, or trafficking of a controlled substance, (The employee must notify ESRC within five (5) working days of any drug-related arrest or conviction.)
4. A report of use of alcohol while at work or when conducting ESRC business or a report of use of a controlled substance provided by a reliable and credible source,
5. Repeated or a flagrant violation of an ESRC safety or work rule(s) that the employee's supervisor believes poses a risk of physical injury or property damage and that appears to be related to the use of alcohol or a controlled substance,
6. Involvement in an accident or near-accident where the accident or near-accident was or could have been the fault of the employee,
7. Investigation into an incident of theft or suspected theft,
8. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test,
9. Repeated failure to follow instructions or operating procedures,
10. Discovery or presence of a controlled substance or alcohol in an employee's possession or near the employee's work area.

In order to substantiate a reasonable suspicion drug and/or alcohol test, the questionable behavior exhibited by the employee must be verified by an ESRC representative. The ESRC representative must make a written statement of these observations within twenty-four (24) hours.

The employee must undergo a qualifying alcohol and/or chemical test administered promptly following documented suspicion and/or a qualifying chemical test must also be administered immediately following documented suspicion.

An employee will not be permitted to drive any vehicle or return to work until a negative test result has been received. An employee's leave will be an unpaid, authorized leave. If the test results are negative, the employee will be reimbursed for any lost wages due to the suspension.

Disciplinary action shall be initiated for any employee with a verified positive test result.

## **C. Testing Situations**

### **a. Post-Accident Testing**

Post-accident testing will be conducted at an offsite facility whenever an incident occurs involving:

- i. Evidence of an unsafe practice
- ii. Significant damage to property
- iii. Careless operation of a vehicle
- iv. Significant injury to persons
- v. A pattern of erratic incidents

When any such incidents occur, any employee ERSC believes may have contributed to any unsafe activity may also be tested for drugs or alcohol use or both.

Testing levels for alcohol and drug testing will be the same as previously described in this policy.

Any employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization for obtaining hospital records and other documents that would indicate whether there were any drugs and/or alcohol in the employee's system.

If the employee is involved in an employment-related accident that is not covered by DOT, it is a condition of at-will and continued at-will employment that the employee grants ESRC and its officers and management the right to request that attending medical personnel obtain appropriate specimens (breath, blood and/or urine) for the purpose of conducting alcohol and/or drug testing and to obtain the results of such testing.

### **b. Random Testing**

All positions are subject to random testing that is conducted on an unannounced basis.

ESRC has contracted with an outside vendor to perform the periodic selection of employees for inclusion in the random testing pools in an objective and scientifically valid manner.

The contractor will choose employees for testing that ensures a truly random selection process in which all employees in the testing pool have an equal statistical likelihood of being selected for testing. When the next random draw is conducted, all employees are again included in the pool with an equal chance of selection, regardless of whether an employee was previously selected.

The contractor selects employees at random for drug testing at any time during each calendar year. ESRC will provide employee identification numbers to be used in the random selection drawings. The contractor will, in turn, furnish ERSC with a list of individuals to be tested at the beginning of each selection period.

ESRC shall notify each employee who was selected of the date, time and location where the random testing will be performed.

When notified, it shall be the responsibility of the individual employee to provide a urine specimen at an offsite facility for drug testing and/or submit to breathe alcohol testing. An employee's failure to comply with the request for a specimen for random testing will result in termination of employment.

#### **d. Transfers or Promotions**

Those employees governed by the U.S. Department of Transportation, as well as other ESRC employees, may be required to undergo an alcohol and/or drug test when transferring to a safety sensitive position.

#### **e. Safety-Sensitive-Position Testing**

The following positions are classified as 'sensitive' from a safety and health or security standpoint, either by ESRC officials, by the requirements of a federal or state contract, or by federal or state law, and as such, all employees will be randomly tested, as previously described in this Policy, or tested on at least an annual basis.

Direct Support Staff (ADS, CLS, Group Homes, Milestones, PCRS)

Driver's Training Staff

DME/ATS Staff

Therapy Staff

Maintenance/Housekeeping Staff

Nursing Staff

Preschool Staff

All Staff governed by the Department of Transportation, including positions requiring a Commercial Driver's License (CDL). Examples are PCRS, and Transportation.

**Drug testing of Safety Sensitive Staff is mandatory and a condition of either future or continued at-will employment. Safety Sensitive Staff will be tested once a job offer is made, randomly, and after any work related injury involving medical attention or damage to ESRC equipment or vehicles.**

**f. Other Testing Programs**

Circumstances where more stringent testing requirements will apply:

- U.S. Department of Transportation (DOT) (employees whose position requires a CDL) per DOT code 49 CFR Part 40

This testing will be performed at an offsite facility.

**g. Follow Up Testing After Return to Work from Assessment or Treatment**

This testing occurs when an employee has voluntarily disclosed a drug and/or alcohol problem or has previously tested positive and is allowed to return to work.

A return-to-work test is required before the employee is allowed to return, and if the employee fails this test, this may result in termination of employment.

Once an employee passes the drug and/or alcohol test and returns to work, there will be a series of six or more additional tests conducted over a period of at least one (1) year. It will be up to management's complete discretion as to when this testing will occur and in what frequency. Any employee with a second positive test result will be terminated.

Employees who are required to submit to follow-up testing must also agree to all of the conditions stated in a Conditional Return-To-Work Agreement. Employees who refuse to agree to all of the various conditions stipulated in a Conditional Return-To-Work Agreement will be terminated.

This testing is performed by an offsite facility.

**IV. USE OF LEGAL DRUGS**

ESRC does not prohibit employees from using prescription or over-the-counter drugs, provided:

1. The prescription drugs are prescribed for medical reasons by a licensed medical practitioner for the employee, with the dosage and frequency prescribed on the label and taken according to such prescription, and



2. The employee's use of prescription or over-the-counter drugs does not affect job performance or behavior or threaten the safety or property of the employee or others.

Employees must notify their supervisor whenever they are taking any prescription or over-the-counter medication that may affect their judgment or their ability to perform their jobs.

Upon request, employees must furnish ESRC with the physician's statement regarding the possible/probable side effects of the medication.

In any of the selection or testing situations described in this Policy, if prescription drugs are detected and the applicant or employee is able to prove medical or professional authorization for the prescription, the individual must authorize ESRC to contact the individual's physician or health care professional and authorize such health care professionals to release any pertinent information to ESRC in order to investigate the situation more thoroughly. Failing to provide such authorization will result in disciplinary action, up to and including termination of employment.

Employees bringing legal drugs to work, such as prescription medications and over-the-counter drugs must keep them in their original containers in order to verify their contents and ensure that they are stored in a private, secure location.

## **V. TAMPERING WITH A SPECIMEN OR FAILURE TO PROVIDE A SAMPLE**

If a physician or an official or an employee of the collection site or testing laboratory believes that a specimen has been tampered with by the applicant, the applicant may not be considered any further for employment and will be so advised.

If the physician, official, or lab employee believes that a specimen has been tampered with by a current employee, the specimen will be treated as having tested positive and the employee will be subjected to the disciplinary provisions of this Policy.

“Tampering” with a specimen includes adulterating a urine specimen with any substance to hide or mask its true nature, which includes substituting one person's urine for another's, drinking great amounts of water to dilute the sample, etc.

Therefore, failing to provide an adequate sample may be viewed as a refusal to take a required drug test and will be viewed as a positive test result.

## **VI. DISCIPLINARY PROVISIONS FOR RECEIVING A POSITIVE DRUG AND/OR ALCOHOL TEST RESULT:**

**The following is a sample listing of some of the offenses that may subject an employee to disciplinary action under this Policy, up to and including termination of employment:**

1. Refusal to sign the applicable authorization and release forms, as well as any other required documentation, upon request, to permit or facilitate testing,
2. Refusal or failure to cooperate and comply with all of the actions required to supply the proper sample needed to complete any required drug and/or alcohol test,
3. Attempting to substitute, disrupt, invalidate, adulterate or interfere with the integrity of the test,
4. Reporting to work or working under the influence of a legal drug which is capable of altering the user's judgment, perception, or mood, or of impairing the user's physical reactions, unless, before beginning work or taking the drug, the affected employee notifies his/her supervisor of the use of the legal drug and is approved to work by supervision.
5. Refusing to submit to a requested search by ESRC management under this Policy,
6. Failing to sign and follow the dictates of a Conditional Return-To-Work Agreement,
7. Having in the employee's possession or control any type of contraband (i.e., illegal drugs, alcohol, weapons, drug paraphernalia, etc.)
8. Reporting to work with the smell of alcohol on the employee,
9. Failing a required drug and/or alcohol test, or
10. Any other violation of this Policy.

ESRC reserves the right to immediately remove anyone from the worksite suspected of violating this Policy.

If any applicant or employee is under the age of 18, that person's parent/legal guardian will be required to give their permission for him/her to be tested.

## **VII. ODOR OF ALCOHOL**

Employees are not to report to work smelling of alcohol, regardless of whether they test positive on a required test. The odor of alcohol on employees can greatly damage not only the credibility of the employee, but it could also cause irreparable harm to ESRC's image and reputation. If an ESRC supervisor smells alcohol on another employee, which is confirmed by at least one other ESRC employee, the employee will be subjected to the disciplinary provisions of this Policy.

## **VIII. VOLUNTARY SELF DISCLOSURE, ASSESSMENT AND REHABILITATION UNDER THE EMPLOYEE ASSISTANCE PROGRAM**

An employee who comes forward on his/her own to ESRC (i.e., completely voluntarily and before committing any violation or being asked to take a drug and/or alcohol test under this Program) and states a desire to seek treatment for substance abuse the employee will be given the opportunity to participate in an assessment and, if needed, a rehabilitation program.

ESRC believes in offering assistance to employees with a substance abuse problem. Although ESRC does not have a rehabilitation program and will not pay for an employee to attend a program, it is supportive of employees taking action on their own behalf to address a substance abuse problem. To help those who come forward voluntarily prior to any incident violating this policy, ESRC has an Employee Assistance Program through Southwestern Behavioral Healthcare, Inc.

Employees undergoing treatment in a rehabilitation program will be permitted to return to work only upon the successful completion of the rehabilitation program and taking of a drug/alcohol testing with a negative result.

The employee must also enter into a Conditional Return-To-Work Agreement before being permitted to return to work. This Conditional Return-To-Work Agreement will set forth the express terms and conditions under which the employee will be permitted to return to work and thereafter continue to work for ESRC on an at-will basis.

The employee will also be subject to periodic follow-up drug and/or alcohol tests as deemed appropriate by ESRC.

The expense of the rehabilitation and/or treatment will be paid by the employee.

The employee's job duties may be reassigned during his/her period of rehabilitation and/or treatment.

Upon completion of rehabilitation and/or treatment, the employee's rehabilitation or treatment counselor must certify to ESRC in writing that the employee is fit to return to work. The employee must then test negative on the drug and/or alcohol test and then sign and follow the dictates of a Conditional Return-to-Work Agreement.

If an employee violates the Policy, and/or the employee's position is one that requires under any law or regulation (federal, state local or otherwise) a zero threshold for certain drugs or alcohol, then the penalty for this drug use or alcohol use may be discipline, up to and including termination of employment. The implementation of discipline or of sanctions shall be at the sole discretion of ESRC, giving priority to the protection and safety of staff, clients, and customers. If the employee's counselors or health care providers feel that an employee is refusing to cooperate in his/her assessment, rehabilitation or treatment program, the employee may be terminated.

**a. DOT PROHIBITED CONDUCT (49 CFR Section 382)**

Specifically prohibited by the Department of Transportation are the following:

- Reporting for duty or remaining on duty while under the influence of alcohol and/or drugs, unless the use of the drug has been prescribed by a physician and using the drug does not adversely affect the individual's ability to safely operate a commercial motor vehicle,
- Using alcohol while performing job duties, (The term "alcohol" is not limited to only alcoholic beverages. Under the definition of "alcohol" as used in the federal DOT regulations, it includes any medication that contains alcohol, such as with cold medications and cough syrup.)
- Be on duty or operate a commercial motor vehicle while possessing alcohol, (unless the alcohol is manifested and transported as part of the shipment and not consumed by the employee),
- Performing safety sensitive functions within four (4) hours of using alcohol,
- Using alcohol within eight (8) hours following an accident, unless the driver is given a post-accident test.
- Performing or continuing to perform any safety sensitive function after refusing to take a DOT required drug or alcohol test,
- Adulterating a urine specimen with any substance to hide or mask its true nature, which includes substituting one person's urine for another's, or
- Refusing to submit to any required drug and/or alcohol test.

**b. DOT MINIMUM REQUIREMENTS FOR A POSITIVE DRUG AND/OR ALCOHOL TEST**

- If an individual covered by DOT tests positive for drugs and/or alcohol, federal regulations require that at a minimum the person cannot:
- Perform any safety sensitive function,
- Must be evaluated by a substance abuse counselor,
- Must comply with all treatment recommendations,
- Must undergo a “fit to return to duty” drug and/or alcohol test that provides a negative test result, and
- The person must be subject to unannounced follow-up tests for a period of at least one (1) year in which no less than six (6) random tests are administered in addition to any other testing required by ESRC.

**IX. EXCEPTION TO POSSESSION OR CONSUMPTION OF ALCOHOL**

This exception does not apply if the employee is directly responsible for the care or supervision of any client or when they will be operating any motor vehicle or equipment for ESRC.

On rare occasions, during the course of business related events, alcohol may be served. Unless expressly prohibited by the department supervisor, employees, 21 years old or older, attending these events may consume limited amounts of alcohol.

At no time should an employee consume alcohol at a level that would cause them to act irrationally or inappropriately or consume amounts that would place them over the legally accepted limit. Employees representing ESRC at social functions have a responsibility to conduct themselves professionally.

**X. NOTICE TO EMPLOYER OF ILLEGAL ACTIVITY**

If any employee is arrested for any type of alleged drug and/or alcohol offense, or if any employee becomes the subject of an investigation by authorities relating to alcohol or substance abuse, the employee must report these incidents to ESRC’s Human Resource Department and/or to his/her supervisor on the next business day after such incidents occur.

Failure to comply with this policy may result in the employee’s immediate termination of employment.

## **XI. DRUG-FREE WORKPLACE ACT**

**On projects covered by the Drug Free Workplace Act or other federal or state contracts, laws, or regulations, all employees will be:**

1. Given a copy of this Policy and required to agree to comply with this Policy,
2. They will be required to notify ESRC if they are convicted of any workplace-related criminal drug charge within five (5) days of this conviction, and

They must acknowledge receipt of this Policy by signing the required ESRC documentation.

If an employee is convicted for violating any applicable criminal drug statute in the workplace, the employee must notify ESRC within five days of the conviction. ESRC will investigate all of the circumstances and notify the contracting agency of the employee's conviction for violating a criminal drug statute in the workplace within 10 days of receiving such information.

Employees convicted of violating any applicable criminal drug statute in the workplace will be subjected to the disciplinary provisions of this Policy.

## **XII. SEARCHES**

In its continuing effort to maintain a safe and secure working environment, ESRC would like to remind its employees that all of the facilities located on ESRC premises or within its control are the property of ESRC, such as all desks, lockers, storage drawers and cabinets, office cubicles and tool chests. ESRC may therefore search any of these areas at any time, regardless of whether these areas are locked or not. As such, employees should have no reasonable expectation of privacy in their use of ESRC-owned facilities and equipment.

In addition, at the request of any ESRC official, based upon the official's reasonable suspicion that an employee has any weapons, drugs, drug paraphernalia and/or alcohol within his/her possession or within his/her control, the employee will be required to:

1. Submit to the search of his/her person and/or personal articles including, but not limited to, employee vehicles, lunch pails, thermos bottles, purses and personal garments (i.e., turning out pockets) brought upon ESRC premises, used on ESRC business, or brought to any ESRC worksite or any area controlled by ESRC.
2. Submit to seizure of any such contraband found in the employee's possession or within the employee's control until the end of the employee's shift or until the substance's ownership and/or composition is determined (except as provided in no. 3 below).

3. Depending upon the circumstances of the situation, ESRC may confiscate such contraband pending further investigation and a resolution of the matter. As it deems appropriate, any confiscated items may be turned over to appropriate law enforcement authorities.

An employee remaining with ESRC after the employee becomes aware of this search policy constitutes consent to the search.

The employee will be required to furnish ESRC with a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession or within the employee's control.

Failure to submit to any of the provisions of this Policy will subject the employee to the discipline, as deemed appropriate by ESRC, up to and including termination.

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Revised: 5-2-2014

Revised: 4-21-2017

**ACKNOWLEDGMENT OF  
EASTER SEALS REHABILITATION CENTER  
WORKPLACE SUBSTANCE ABUSE POLICY, CONSENT TO TESTING  
AND RELEASE OF INFORMATION AND LIABILITY**

I, \_\_\_\_\_, acknowledge that I have seen and reviewed the Easter Seals Rehabilitation Center's Workplace Substance Abuse Policy revised April 21, 2017. I understand that pursuant to this policy I may be required to submit a sample (such as of my urine, blood, saliva and/or breath) to an ESRC nurse and/or collection and laboratory facility, which ESRC selects, for chemical analysis to determine whether any prohibited drugs and/or alcohol are present in my system. I further understand that if I fail this test, and/or refuse to abide by all sample collection and chain of custody procedures, I will be subject to disciplinary action, including immediate termination, as set forth in ESRC's Workplace Substance Abuse Policy and Discipline Policy.

I hereby knowingly and voluntarily consent to ESRC's and the laboratory's and/or the collection facility's (or their respective agent's) request for my sample for chemical analysis. I further authorize the laboratory or collection facility (or their agent's) to release to ESRC any information regarding the results of any such chemical analysis.

I also understand that this acknowledgment, consent and release will remain valid, binding and available for use throughout my employment with ESRC whenever ESRC requires that I submit to any drug and/or alcohol test. However, I also understand that this agreement in no way alters my employment at-will status with ESRC.

I further agree that a photocopy or exact reproduction of this consent and release, as duly executed, shall have the same effect as this original.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Printed Name