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Approved by: Tony Parker		
Subject: DRUG-FREE WORKPLACE		

POLICY CHANGE NOTICE 21-9

INSTRUCTIONS

Please change Section IV (AA) to read as follows:

- AA. “Tennessee Department of Correction (TDOC) Site Manager: For purposes of this policy only, Warden for prisons, Superintendents for the Tennessee Correction Academy (TCA) and transition centers, District Director for probation/parole offices, Directors for Day Reporting Centers, Office of Inspector General, Office of Investigations and Conduct (OIC), Major Maintenance, Institutional Integrated Technology Services, and Central Office or designee(s).”

Please add to Section VI. (H)(4) the following:

- “c. An employee that requests a reconfirmation test will be required to use their annual or compensatory leave while waiting for the results of the test.”