

**Attachment H**

**Procedure III.O.1. – Drug and Alcohol Testing: Non-U.S. DOT Regulated Positions**

**Sample Letter - Separation for Refused Alcohol Testing**

Date

XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX

Dear:

As you are aware, on (Day and Date) you were directed to report for (reasonable suspicion OR return-to-duty OR follow-up) alcohol testing.

**(Select the appropriate option)**

After receiving this directive

- 1, you refused to submit to testing OR
- 2. you failed to appear/report for testing

After receiving this directive and appearing at the collection site or the on-site testing location

- 3. you engaged in conduct that clearly obstructed the testing process OR
- 4. you failed to remain available for testing or left the testing site/location before submitting to the test OR
- 5. you failed to provide adequate breath for testing without a valid medical reason/explanation.

Please be advised that you are considered to have “refused testing” and pursuant to applicable provisions of the TCSG Procedure governing Drug and Alcohol Testing for Non-U.S. DOT Regulated Positions, you will be dismissed from employment with \_\_\_\_\_ effective at the close of business on \_\_\_\_\_. This action has been taken pursuant to the provisions of the TCSG Procedure governing (Positive Discipline or Adverse Employment Actions) and, as applicable, the provisions of State Personnel Board Rule 21 pertaining to the established effective date.

Any questions should be directed to \_\_\_\_\_.

Sincerely,

CC: