

# SOLICITATION NUMBER: RFP#17-133

## Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as RFP 17-133 ("Solicitation") to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

### Description of Modification to Solicitation:

**Issued to address vendor questions and correct the following language found on pages 8 and 9 of the solicitation:**

#### From:

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on upon award and extends for a period of 1 year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the County, and the Vendor, with approval of the Purchasing Department. Any request for renewal must be submitted to the Purchasing Department Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to 2 successive one (1) year periods. Automatic renewal of this Contract is prohibited.

**To:**

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**[ X ] Term Contract**

**Initial Contract Term:** This Contract becomes effective on upon award and extends for a period of 3 year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the County, and the Vendor, with approval of the Purchasing Department. Any request for renewal must be submitted to the Purchasing Department Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to 2 successive one (1) year periods. Automatic renewal of this Contract is prohibited.

**Bid opening date and time remain unchanged.**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

## RFP# 17-133 – Responses to Vendor’s Questions

1. **Vendor Question:** The Schedule of events indicates Oral Presentations (optional) with Not applicable as the date. Does Kanawha county schools plan to conduct oral presentations and interview potential candidates?

**Response:** Interviews may or may not occur depending on the results of the initial scoring of the RFP. If interviews are needed, vendors will be notified accordingly.

2. **Vendor Question:** How often do you conduct RFP for agent?

**Response:** In the past, bids for Workers’ Compensation Broker services have been solicited every 3 years. Addendum #2 has been issued to change the life of contract from a 1 year contract with the option of 2, 1 year renewals to a 3 year base contract with the option of 2, 1 year renewals. Potentially the contract could last 5 years in total.

3. **Vendor Question:** Are you pleased with your current level of service? Why not?

**Response:** Yes

4. **Vendor Question:** What are your expectations of your current broker? Are these expectations being met?

**Response:** In addition to the services mandated in the specification, the current Broker identifies and reduces risks. They go beyond just managing claim costs and available as required. They help KCS prepare for risk and recover faster after an unexpected event. Yes.

5. **Vendor Question:** What value are you getting from your current broker?

**Response:** They have superb medical management with claims which reduces costs.

6. **Vendor Question:** Can you provide a copy of your current and past 3 NCCI Rating Worksheets?

**Response:** Yes, the RFP is geared towards selecting an "Agent of Record" to procure quotations and work the market on behalf of the board these will be provided to successful vendor upon award.

7. **Vendor Question:** Can you provide 5 year loss runs of claims?

**Response:** Yes, the RFP is geared towards selecting an "Agent of Record" to procure quotations and work the market on behalf of the board, these will be provided to successful vendor upon award.

8. **Vendor Question:** Have you had any problems with claims handling?

**Response:** No.

9. **Vendor Question:** Do you have a safety manager? If so please advise name and length of time with Kanawha County Schools.

**Response:** Executive Director Charlie Warner – 3 Years.

10. **Vendor Question:** Do you have a safety budget? If so please advise 2017 budget.

**Response:** Greater than \$100,000.00

11. **Vendor Question:** Do you currently utilize any online Risk Management tools?

**Response:** Yes

12. **Vendor Question:** Does your HR department handle claims?

**Response:** Yes

13. **Vendor Question:** Can you provide your current return to work program?

**Response:** Yes, please see attached.

14. **Vendor Question:** Do you currently have a drug testing policy and can we receive a copy?

**Response:** Yes, please see attached.

15. **Vendor Question:** Can you provide current policy?

**Response:** Yes, the RFP is geared towards selecting an "Agent of Record" to procure quotations and work the market on behalf of the board these will be provided to successful vendor upon award.

16. **Vendor Question:** Can you provide past 5 year audits?

**Response:** Yes, the RFP is geared towards selecting an "Agent of Record" to procure quotations and work the market on behalf of the board, these will be provided to successful vendor upon award.

17. **Vendor Question:** Have you had any audit disputes?

**Response:** No

18. **Vendor Question:** Is the Kanawha BOE policy a "high deductible" plan, and if so, what is the deductible?

**Response:** No, the policy is written with no deductible in place. It's written on a guaranteed cost basis.

19. **Vendor Question:** What is the level of the Letter of Credit that the Kanawha BOE has to maintain for the deductible plan?

**Response:** Not applicable/unknown

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## Employee Drug Use Prevention Policy

Series G81

Reference

Issued: 12.13.2007

Revised: 01.07.2008

Revision: 1

**81.01 Purpose.** The safety and security of personnel, students, and visitors as well as property of Kanawha County Schools is of vital importance to the Kanawha County Board of Education. The purpose of this policy is to create and maintain a drug and alcohol free work environment by identifying existing employees and potential employees, who use or abuse illicit drugs and/or abuse prescribed medications and/or alcohol.

**81.02 Scope.** This policy is intended to apply to the classes and groups of employees listed herein. This policy is intended to be supplemental to and not in substitution for Board of Education Policy Series G37 which is applicable only to Kanawha County Schools' transportation department.

**81.03 Policy Statement.** The Kanawha County Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The Kanawha County Board of Education regards its personnel as individuals as well as employees. Therefore, the Board believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance. It is in the best interest of the employee and the Board that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

The Kanawha County Board of Education recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Kanawha County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.

The Kanawha County Board of Education is responsible for the instruction and well-being of the students entrusted to its care. A consistent message needs to be communicated by the Board that the use

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of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.

Provisions of the Federal Anti-Drug Act, 41 U.S.C.A. 0702, require federal grant recipients to establish a drug-free workplace. Employees must be provided with a statement notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment. Employers must inform employees of drug-free requirements through an awareness program.

**81.04 Policy Goals and Objectives.** It is the intent of the Board of Education, through its policy, procedures, and practices, to reduce the potential for:

**81.04.1** The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of illegal substances while on school property or while otherwise engaged in school business.

**81.04.2** The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present on school property for the purpose of providing medication to students.

**81.04.3** The consumption of alcoholic beverages on school property.

**81.04.4** Being Under the Influence of Substances while on school property or while otherwise engaged in school business or during employment.

**81.04.5** Performing duties while Under the Influence of Substances whether on or off Kanawha County Schools property.

**81.05 Definitions.**

**81.05.1** **Possession:** To have on one's person, in one's personal effects, in one's vehicle or otherwise under one's care, custody, or control.

**81.05.2** **Substance:** Any alcohol, drugs, other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work,



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specifically including, but not limited to, prescriptions drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; “synthetic or designer” drugs: illegal inhalants; “look-alike” drugs; amphetamines, cannabinoids (marijuana and hashish), cocaine, phencyclidine (PCP), and opiates; and any drugs or other substances references in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).

**81.05.3** Premises: For the purpose of this policy all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, or under the control of Kanawha County Schools. Private vehicles used for school purposes or parked on school premises or properties are also included under this definition.

**81.05.4** Under the Influence: The condition wherein any of the body’s sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means the detectable presence of substances within the body, regardless of when or where they may have been consumed, having an alcohol test result of 0.02 or greater alcohol concentration of blood or breath, and/or having a positive test for other substances.

**81.05.5** Prescription: A valid prescription issued to the employee by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.

**81.05.6** Safety Sensitive” Positions Defined. The Kanawha County Board of Education has several positions which are considered safety sensitive. In general, these are positions which involve the care and supervision of students or where a single mistake by such employee can create an immediate threat of serious harm to students, to him or herself or to fellow employees. Safety sensitive positions shall include, but not be limited to, the following positions:

**81.05.6.1** Anyone who operates dangerous machinery

**81.05.6.2** Anyone who operates a county-owned vehicle

**81.05.6.3** Anyone who job duties include administering medication to students

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**81.05.6.4** Anyone who drives his or her own vehicle on school business on a routine or regular basis. Use of an individual's vehicle for commuting to or from school or other workplace shall not be considered school business.

**81.05.6.5** Any other person who volunteers to be subject to this policy.

**81.06 Applicability:** This policy applies to all Kanawha County Schools' facilities and property, to all faculty, staff, students, and visitors to school property. All employees are responsible to be familiar with and comply with this policy and companion procedures.

**81.07 Policy Provisions.** It is a violation of the law to manufacture, possess, use, sell, distribute, receive, or transport illicit drugs on to Kanawha County Schools' property or at any school sponsored activity. Illegal possession, distribution, or use of drugs or being under the influence of drugs or alcohol by employees, faculty, staff, students, visitors, guests, or other individuals on Kanawha County Schools property or at any school sponsored activity will not be tolerated and may subject violators to discipline, up to and including termination of employment pursuant to the applicable Kanawha County Schools policies and procedures. Any individual engaging in prohibited conduct under this policy is also subject to legal action.

**81.08 Legal Compliance:** The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted in accordance with and limited by such laws notwithstanding any terms of this policy to the contrary.

**81.09 Pre-Employment Substance Testing:** In the furtherance of achieving the Kanawha County Board of Education's goals and objectives as enumerated above, all applicants who are offered employment by the Kanawha County Board of Education will be required to submit to a urinalysis test for the detection of the illegal use of drugs, as part of the currently required post-offer, pre-employment physical. Applicants will be given a copy of this Policy in advance of the post-offer, pre-employment physical.

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Applicants will acknowledge having read or had this Policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants will sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Medical Review Officer (MRO) and the Administrative Assistant of Human Resources. An applicant refusing to complete any part of the drug testing procedure will not be considered a valid candidate for employment with the Kanawha County Board of Education, and such will be considered as a withdrawal of the individual's application for employment. The applicant will not be permitted to reapply for employment with the Kanawha County Board of Education for at least twelve (12) months and not until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant has otherwise rehabilitated successfully and is no longer engaging in illegal drug use.

If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test from the original sample will be requested by the MRO. If the first and any requested second confirming test is positive, any job offer will be revoked.

**81.10 Other Substance Tests:** Kanawha County Schools may periodically conduct substance tests based on breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted below. Any employee subjected to any substance test will be required to sign a Substance Test Consent Form. Refusal to sign the form or leaving the work area prior to the substance test without permission of the supervisor, or refusal to cooperate in any way with the testing process, shall be grounds for termination of employment. In the event an employee consents to a substance test but fails to sign a Substance Test Consent Form, his/her failure will not invalidate the consent for the testing.

**81.11 For Cause Testing.** Whenever the Kanawha County Board of Education, through its Administrative Assistant of Human Resources or the person authorized to act in the Administrative Assistant's absence, and/or the MRO, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated

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the Kanawha County Board of Education Drug-Free Workplace Substance Abuse Policy, the employee will be required to submit a breath and/or urine sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug Free Workplace Substance Abuse Policy, the supervisor should notify the Administrative Assistant for of Human Resources.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses will be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board Policy and state law.

An employee who tests positive on a reasonable suspicion test will be in violation of this Policy. Violation of this Policy may constitute grounds for termination in accordance with Board Policy and state law.

The Kanawha County Schools Administrative Assistant of Human Resources, or the person authorized to act in the Administrative Assistant's absence, or the MRO are the only individuals in the Kanawha County School System authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals in the Kanawha County School System who may order an employee to submit to a drug screen.

There are two types of cases for which reasonable suspicion procedures may be invoked.

1. Chronic Case, which may be characterized by deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause. These cases may develop over a fairly long period of time.
2. Acute Case, which means either (i) appearing in a specific incident or observation to then be under the present influence of alcohol and/or drugs; or (ii) after investigation of an accident it appears the use of alcohol or drugs is reasonably suspected to be a contributing cause. Regardless of any previous history, immediate action is necessary.

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Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

- (1) Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
- (2) Apparent physical state of impairment of motor functions.
- (3) Marked changes in personal behavior not attributable to other factors.
- (4) Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- (5) Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Kanawha County Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees will sign an acknowledgment that the summary result will be transmitted to the MRO and the Kanawha County Schools Administrative Assistant for Human Resources.

Drug and/or alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures. A breath analysis test may also be performed by the Kanawha County Sheriff's Department or any local police department equipped to administer such test.

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**81.12 Post-Accident Testing:** If Kanawha County Schools has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e., requiring medical treatment) as a result of being Under the Influence, the supervisor may require the injured employee to undergo a post-accident substance test. Refusal to submit to the substance test shall be grounds for termination of employment.

**81.13 Missing Substances:** When there is a medication administration/handling discrepancy or where a substance is missing, all staff members who were involved in the handling of, or had access to, the missing substance will be required to submit to a substance test immediately. Employees who admit to diversion of medications will undergo substance testing. Refusal to submit to a substance test will be grounds for termination of employment.

**81.14 Fitness for Duty:** Employees suspected to be unfit for duty as a result of the use or reasonably suspected use of substances will be subject to substance testing. Refusal to submit to substance test will be grounds for termination of employment.

**81.15 Promotion and Transfer Testing:** When an employee is provisionally offered a position through the Kanawha County Board of Education's selection process for a job that has been identified as being a safety sensitive position, such employee will be subject to drug testing in accordance with the procedures set forth in this policy. Before the employee will be given final approval for the position, such employee will be given a drug test in accordance with the provisions of this policy. An employee who tests positive for illegal drugs on a promotion/transfer test will no longer be considered an applicant for that position. Such employee will also be in violation of this policy. Violation of the policy may constitute grounds for termination in accordance with Board policy and state law.

An employee may withdraw the application for the position at any time up until the employee is scheduled for promotion/transfer testing. Once an employee is scheduled for promotion/transfer testing, if that employee refuses to submit to the test, he/she will be disqualified for

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consideration for the position and will be considered insubordinate and subject to discipline. Under no circumstances will this employee be considered as a viable candidate for any future openings in this classification until the employee has signed a release for drug testing at the time of submitting the application for the position in the connection with a job posting.

**81.16 Return to Duty Testing.** An employee who has been given the opportunity to undergo rehabilitation for drugs will, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Administrative Assistant for Human Resources. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Administrative Assistant for Human Resources is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The Administrative Assistant for Human Resources may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Administrative Assistant for of Human Resources more than one (1) time within a seventy-two (72) hour period.

Any employee subject to return to duty testing that has a confirmed positive drug test will be in violation of this Policy. Violation of this Policy will constitute grounds for immediate termination in accordance with Board Policy and state law.

**81.17 Alteration of Sample:** Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and therefore grounds for termination of employment or ineligibility for hire.

**81.18 Workplace Searches:** With the prior approval of the Superintendent of Schools or his designee, management may conduct searches of school property, including lockers, and, when on school property or while conducting school business, an employee's personal property, including vehicles, in cases where there is reasonable, good faith, objective suspicion of an employee's drug or alcohol usage in violation of this

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policy. While no search will be conducted without an employee's consent, consent to a search is a condition of continued employment with the district. An employee who refuses to cooperate in the conducting of such searches will be subject to disciplinary action up to and including termination of employment.

**81.19 Collection of Samples:** Testing samples will be collected by a qualified individual only, whether or not such individuals are employees of an outside testing laboratory. Collection of samples will be performed under reasonable and sanitary conditions. The chain of custody of the sample will be recorded, and this record should be retained.

**81.20 Off-Premise Use:** The Kanawha County Board of Education reserves the right to suspend, without pay, any employee who has been arrested for criminal offenses related to the manufacture, possession, sale, use, distribution, dispensation, receipt, or transport of any illegal substance pending resolution of the charges to the Board's satisfaction. Employees who are convicted of any substance related violation under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges must inform the Superintendent in writing within five (5) days of the conviction or plea. **Failure to do so will result in disciplinary action, up to and including termination.** In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, dispensation, receipt, or transportation of any substance, the Board will determine whether disciplinary action will be taken, including the appropriateness of continued employment.

**81.21 Confidentiality of Test Results.** All test results will be handled on a confidential basis and will be available only to the Kanawha County Schools personnel who have a need to know such results. The Administrative Assistant, Human Resources or his/her designated representative will determine who will have access to these records.

**81.22 Employee Awareness.** The Office of Human Resources will offer direction, training, and education regarding drug testing available to managers and others.



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**81.23 Implementation.** Kanawha County Schools' offices and officials with primary responsibility to implement and achieve the goals of this policy include.

81.23.1 Superintendent

81.23.2 Administrative Assistant for Human Resources

81.23.3 Office of the General Counsel

81.23.4 Lead Nurse

81.23.5 Director of Counseling and Testing

**81.24 Posting or Advertisement.** Any public announcement, advertisement, or posting soliciting applications for employment in a safety sensitive position in Kanawha County Schools shall include a statement of the requirements of the drug screening program established under this policy for applicants and for employees holding such positions.

**81.25 Rehabilitation.** The Kanawha County Board of Education recognizes that chemical dependency is an illness that may be successfully treated.

81.25.1 It is the policy of Kanawha County Schools, where possible, in addition to appropriate personnel action, to refer for rehabilitation an employee with a self-admitted or detected drug or alcohol problem.

81.25.2 Employees seeking medical attention for chemical dependency will be entitled to benefits to the extent covered under the West Virginia Public Employee Insurance Agency, if they have chosen to be covered by such insurance.

81.25.3 For employees enrolled in a formal treatment/rehabilitation program, Kanawha County Schools may grant sick leave until exhausted and then may grant leave without pay not to exceed one (1) year.

81.25.4 The cost of the drug rehabilitation or treatment provider shall be borne by the employee and/or the employee's insurance provider.

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**81.25.5** The Kanawha County Board of Education strongly encourages employees using illegal drugs or alcohol to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs under this Policy or prior to any other violation of this Policy, including a offense leading to a criminal conviction of that individual on a drug charge. Employees are not subject to disciplinary action for voluntary referral to rehabilitation, even where rehabilitation is for the use of illegal drugs or alcohol.

**81.26 Severability.** The provisions of this policy are considered to be separate and severable. If any provision of this policy is determined to be invalid or unenforceable, the remaining provisions are to remain in effect.

**81.27 Administrative Regulations.** The Superintendent shall adopt administrative regulations, as necessary, to carry out the provisions of this policy.

# Kanawha County Schools

## Return to Work Policy Statement

It is the policy of Kanawha County Schools to maintain and effectively manage a Return to Work (RTW) program to assist our employees who are injured on-the-job in safety and quickly returning to work. The purpose of the program is to reduce the disruption, uncertainties and adverse economic impact of workplace injuries on the employee, the school system and the education of our students.

Kanawha County Schools is committed to maintaining a safe and healthy workplace for all employees. However, if an on-the-job injury does occur, the KCS Return to Work program seeks to assist the injured worker in making a smooth and timely transition in returning to work. The goals of the RTW program are:

1. To return the employee to his/her same job if medically possible (full duty RTW). If not possible, then:
2. To return the employee to his/her current job with reasonable accommodations (transitional RTW); if not possible, then:
3. To return the employee to different duties until he/she is able to return to the regular job (transitional RTW); if not possible, then:
4. To assist the employee in obtaining a new job if the employee will never be

able to return to the regular job (Alternative RTW).

These goals will be the basis for making decisions in assisting the employee to return or remain at work following an injury. The employee's capabilities from a medical standpoint will be carefully considered in any decision. Transitional return to work duties will generally be limited to three (3) months absent exceptional circumstances.

Effective communication between the employee, the employee's physician, the immediate supervisor, Worker's Compensation representative and designated administrative personnel is essential in accomplishing the goals of the RTW program. Success in meeting the goals is necessarily a shared responsibility of all parties and KCS is dedicated to working diligently and cooperatively to maintain gainful and productive employment for the injured worker.

Ronald E. Duerring, Ed.D.  
Superintendent of Schools

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## OPERATIONAL GUIDELINES WHEN AN ON-THE-JOB INJURY OCCURS

1. **THE EMPLOYEE MUST IMMEDIATELY REPORT THE OCCURRENCE OF THE INJURY TO THE IMMEDIATE SUPERVISOR:** Reporting of all injuries within 24 hours is essential to insure that employees receive appropriate, quality medical care and that any unsafe conditions or actions are corrected.
2. **DETERMINE THE NEED FOR MEDICAL CARE:** If the injury is serious and immediate emergency care is needed, arrange

transportation to the nearest hospital emergency room. Minor injuries may be treated on-site where appropriate, enlisting assistance of school health nurses or other personnel qualified to render first aid.

3. **NON-EMERGENCY CASES REQUIRING TREATMENT BY A PHYSICIAN:** Arrange transportation to a health services facility or physician's office. The principal or immediate supervisor shall accompany the employee if possible. Injuries occurring after hours should be treated at an appropriate treatment center or physician's office.
4. **PROVIDE THE EMPLOYEE & PHYSICIAN WITH NECESSARY FORMS:** The job function evaluation form is completed and given to the employee to be shared with the treating physician, along with the KCS Letter to Medical Provider and the Physician's Return to Work Status Form.
5. **IMMEDIATELY REPORT THE INJURY TO HUMAN RESOURCES 348-7749:** Provide pertinent information as to when, where and how the accident occurred, the nature and extent of injuries, witnesses to the accident, etc. The accident should be investigated by the immediate supervisor and any other designated personnel. The KCS Injury Report form must be completed as soon as possible to assist in any necessary follow-up investigation, maintaining accurate records of on-the-job injuries and any needed corrective actions. Send the report to Becky Graley or Carol Hamric in Human Resources. A copy of this form will also be submitted to the Worker's Compensation Division.
6. **DETERMINE THE NATURE AND EXTENT OF THE INJURY AND DISABILITY STATUS:** The employee, physician and immediate supervisor should confer after the employee has been examined and treated. It should be understood by all parties that KCS' goals are to assure quality care for the injured

worker and to work together cooperatively to facilitate a safe and prompt return to work.

If it determined by the physician that the employee will require follow-up treatment or restricted working conditions, the Physician's Return to Work Status form must be completed and returned to the immediate supervisor. If restricted working conditions are specified, the supervisor and the employee shall review the restrictions and determine how the restrictions can best be met. In the case of a Transitional Return to Work where restrictions are observed or there is a need to temporarily reassign the employee to other duties, the Executive Director of Human Resources shall be notified and shall provide assistance as needed. A temporary substitute for the injured worker may be obtained by the immediate supervisor when necessary to facilitate the Transitional Return to work. Transitional Return to Work duties will generally be limited to a maximum of three months absent exceptional circumstances.

If the employee is unable to immediately return to work due to the nature of the injury, he/she shall be contacted within 24 hours by the Executive Director of Human Resources or designee. The Executive Director of Human Resources or designee shall also contact the treating physician within 48 hours to ascertain the medical status of the employee and to provide any needed information or assistance.

**7. INJURIES EXPECTED TO RESULT IN MORE THAN THREE (3) LOST WORKDAYS SHALL BE REFERRED TO THE INJURY CASE MANAGEMENT TEAM:** The Injury Case Management Team shall be responsible for reviewing injuries that cause the employee to be absent for more than three (3) work days. Human Resources shall be responsible for maintaining contact with the employee and the treating physician on a regular basis, ascertaining the current

conditions, prognosis and treatment plan, assisting in resolving any claims problems and developing return to work options.

The immediate supervisor, the Executive Director Human Resources, and other appropriate personnel may also be designated to serve on the Injury Case Management Team.



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## RETURN TO WORK PROGRAM

**KANAWHA COUNTY SCHOOLS**  
200 Elizabeth Street  
Charleston, West Virginia, 25311-2119

# **Kanawha County Schools Human Resources Administrative Procedure**

Responsible Unit: Human Resources    Originally Issued: September 10, 2003    Updated: April 25, 2014

## **Workers' Compensation**

### **Section 1 Introduction**

Purpose: To outline the handling of Workers' Compensation Claims

Scope: This procedure applies to the processing of all KCS employee Workers' Compensation claims

### **Section 2 Procedure**

Step 1 Receive notice of injury representing potential claim from employee or immediate supervisor/principal. Insure any existing hazard is addressed.

Step 2 Ascertain if medical treatment has been obtained or is needed. If so, injury will result in a WC claim.

Step 3 Discuss circumstances of the injury with the employee and/or immediate supervisor, including details as to time, date, location, nature of injury, how it occurred, body parts involved, witnesses, treatment, causation, preventative measures, etc. Discuss Stay at Work program if it appears that injury might result in absence from work.

Step 4 Obtain injury report from immediate supervisor.

Step 5 File WC claim by phone or on-line with carrier, currently Travelers. Obtain claim #.

Step 6 Inform others as needed about injury, including Executive Director of RTC/Safety, Superintendent, Deputy Superintendent, department head, other RTC personnel, HR, etc.

Step 7 Review WC claim as filed by carrier for accuracy and communicate any corrections or additional info to carrier.

Step 8 If injury may result in absence from work, immediately begin exploring modified work arrangements to assist the injured worker in remaining at work, within restrictions set by treating physician. Modifications may include alternative assignment, modified duties, use of substitute, equipment additions/changes, etc.

Step 9 Maintain contact with injured worker as needed.

### **Section 3 Reference and Supporting Information**

#### **Definitions**

**Word/Term**

Carrier Insurance company selected to provide Workers' Compensation coverage to KCS  
RTC Regulatory Training Center

**Supporting Documentation**

**Acknowledgment of External Sources**

WV Code 23-5A-1 et seq.

**Section 4 Governance**

**Responsibility**

Responsible manager(s) Executive Director Human Resources  
Executive Director RTC/Safety

**Section 5 Review History**

**Section 6 Change History**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: 17-133**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any County personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.