

## Drug and Alcohol Testing

**Summary/Purpose:** In furtherance of the University's interest to maintain a drug-free workplace, the University reserves the right to test **any** university employee for alcohol and/or controlled substances using these guidelines.

In furtherance of the University's interest to maintain a drug-free workplace, the University reserves the right to test **any** university employee for alcohol and/or controlled substances when (1) there is a reasonable suspicion that the employee may be under the influence of alcohol or controlled substances while at work or (2) the employee is involved in a vehicle accident while operating a university owned, assigned, or leased vehicle. This policy applies regardless of whether or not the university employee was at fault in the accident.

As time is of the essence, supervisors should notify Human Resources immediately when an employee in their department has been involved in a vehicle accident. Post-accident alcohol tests should be conducted within two hours following the vehicle accident. Drug tests should be conducted within 32 hours following the vehicle accident.

Prior to any drug or alcohol testing for reasonable suspicion, the department must coordinate with the Department of Human Resources. Supervisors should notify Human Resources of the need for the testing. When reasonable suspicion exists, the individual who made the observations should submit a written record to the Director of Human Resources documenting the basis for the suspicion. The Director of Human Resources, or a designated representative, will review the individual circumstances with the employee's unit head and recommend appropriate action.

Supervisors are responsible for arranging for the employee to be escorted to the location where the testing is to be conducted. Individuals who test positive, or who refuse to submit to testing when required, will be prohibited from driving a university vehicle and will be subject to other disciplinary action, up to and including, termination of employment.

- Employees who test positive, or refuse to submit to testing, will **not** be permitted to return to driving university vehicles until negative test results have occurred. In addition, those employees may be subject to follow-up tests a minimum of six times over the first 12 months following their return to work. Supervisors should consult with Human Resources regarding options for disciplinary action.