



## DRUG FREE CAMPUS AND WORKPLACE PROCEDURE

Procedure # 1.5

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Responsible College Officer: Vice President  
of Strategic Human Resources  
Effective Date: 6/5/14  
Revised Date: N/A  
Original Procedure #: N/A

### REQUIREMENTS/PROCEDURES

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#### REQUIREMENTS:

1. **Pre-Employment Alcohol and Drug Testing:** Administered for safety sensitive positions during the interview and hiring process, with a negative test result required before the employee begins any work activity with the College.
2. **Post-Accident:** Required immediately to prove that an illegal substance did not contribute to the accident.
3. **Reasonable Suspicion:** Alcohol test, drug test, or both may be performed when an employee is observed with physical evidence, suspicious behavior, or an emerging pattern of changed job performance.
4. **Return-to-Duty:** Performed when an employee is returning to work to a safety sensitive position after an extended time away, such as after a layoff, workers' comp, long-term disability, or any employee who participated in a substance abuse program, etc. with a negative result required for employee's return, as outlined in the Performance Improvement Plan within the Performance Correction Notice.
5. **Follow-Up:** Conducted periodically, at unannounced times, for 12 – 60 months after an employee who had tested positive returns to work, as outlined in the Performance Improvement Plan within the Performance Correction Notice.

All employees will be paid for their time while being tested. The cost of these tests will be paid for by the College.

Breath alcohol concentrations exceeding .02 will be considered a positive result. The .02 is a recognized benchmark of the Department of Transportation.

#### PROCEDURES:

1. **Pre-Employment Alcohol and Drug Testing:**  
Pre-Employment testing is required within 24 – 32 hours after a conditional offer of employment for safety sensitive positions and before the employee begins any work activity with the College. The testing is to be performed at UVMC Occupational Health Services in Troy, during 8:00 AM – 4:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.
2. **Post-Accident Testing:**  
This procedure should be followed anytime an employee is involved in an unplanned, unexpected, or unintended serious near miss or an accident that resulted in either a fatality of anyone involved in the accident, bodily injury, injury to others, or damage to vehicles, equipment, or property. This includes

both damage to property owned by the College and property not owned by the College but damaged during an accident by an employee in the course of their work for the College.

Steps:

1. Immediately notify your immediate supervisor that an accident has occurred. If the accident involves a personal injury, the first priority is to arrange the required medical treatment.
2. The supervisor will arrange for an escort of the employee to the UVMC Occupational Health Services in Troy, during 8:00 AM – 5:00 PM or to the emergency room of Upper Valley Medical Center in Troy, after 5:00 PM for a urine test and breath alcohol test to determine if impairment from drugs or alcohol contributed to the accident. Any exception, requires approval from the supervisor and the Vice President of Strategic Human Resources. For example, if the employee was mowing and the mower hits an unseen rock that is thrown by the mower and damages a vehicle.
3. The employee involved in the accident is to fill out an accident report as soon as possible and file it with the Human Resources Department and a copy to immediate supervisor.
4. Any other employee who is a witness to the accident is also required to fill out an accident report and file it with the Human Resources Department.
5. HR should be informed as soon as possible in all instances.
6. Refusal to submit to an alcohol and drug test will result in a positive finding.

### **3. Reasonable Suspicion:**

Reasonable suspicion testing is required when there is evidence that an employee is using drugs or alcohol in violation of the College's policy. In light of experience and training, you should draw the evidence from specific, objective facts and reasonable inferences. You may base such facts and inferences on, but not limited to, any of the following:

- Observable behavior, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol, such as, but not limited to, slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc.
- A pattern of abnormal conduct, erratic behavior or deteriorating work performance (e.g. frequent absenteeism, excessive tardiness, recurrent accidents), which appears to be related to substance abuse or misuse and does not appear to be attributed to other factors.
- The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use or trafficking.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Repeated or flagrant violations of the College's safety or work rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance use or misuse that may violate the College's policies, and do not appear attributable to other factors.

Steps:

1. If any employee or supervisor has reasonable grounds to believe that another employee's job performance is impacted by the use of alcohol or drugs, that employee is to notify their supervisor or the Vice President of Strategic Human Resources immediately.
2. If any employee or supervisor has concerns that their safety is being compromised due to the possible impairment of a co-worker, the employee is to immediately report their concern to their supervisor or the Vice President of Strategic Human Resources.

3. In the event that these allegations have merit, the supervisor is to confer with the Vice President of Strategic Human Resources immediately and the employee will be tested.
4. The supervisor will arrange for an escort of the employee to UVMC Occupational Health Services in Troy during 8:00 AM – 5:00 PM or to the emergency room of Upper Valley Medical Center in Troy after 5:00 PM for a witnessed urine test and breath alcohol test to determine if the employee is impaired from drugs or alcohol.
5. The employee will be given the remainder of the day off, will be driven home after testing, and will not be able to return to work until test results are provided to the Vice President of Strategic Human Resources from the lab.
6. If the test results come back positive, disciplinary action will be taken against the employee up to and including termination.
7. Return-to-duty and follow-up procedures will apply.
8. Refusal to submit to an alcohol and drug test will result in a positive finding.

**4. Return-to-Duty:**

Return-to-duty testing for safety sensitive positions or any employee who participated in a substance abuse program, etc. is required within 24 – 32 hours before the employee returns to any work activity with the College. The testing is to be performed at Occupational Health in Troy during 8:00 AM – 5:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.

**5. Follow-Up:**

Follow-up testing will be required as outlined in a Performance Improvement Plan within the Performance Correction Notice. This test is to be performed at UVMC Occupational Health Services in Troy during 8:00 AM – 5:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.

Note: A diluted negative specimen will require a second testing.

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## RELATED DOCUMENTS

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The following forms can be found on the Human Resources web page at:

<http://www.edisonohio.edu/index.php?page=hr-sub-page>

1. Accident Form
2. UVMC Occupation Health – Authorization for Examination or Treatment
3. Reasonable Suspicion Document