





# Purpose of the Policy

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The University has a Drug-Free Workplace Policy which applies to all employees regardless of their employment status.

The policy was implemented:

to protect the health and safety of all employees, students, customers, and the public.

to safeguard against theft and destruction of property.

to maintain product quality, integrity and reputation.

to comply with the Drug-Free Workplace Act of 1988.

# Drug-Free Workplace

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A Drug-Free Workplace is a site for the performance of work where employees are prohibited from engaging in the unlawful manufacturing, distribution, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988.

*(includes on-campus as well as traveling on University business)*

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Refrain from reporting to or performing work/MC

# Employee Performance Problems

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Examples of common performance issues that may be indicators of an underlying problem are:

Increased absenteeism

Higher accident rates

Rise in theft

Lower productivity

Poor concentration

Carelessness

Errors in judgment

Disregard for safety

Inconsistent work quality


Needless risk-taking

Extended lunch periods

Early departures

Unexplained  
disappearances





# Reasonable Suspicion: Employee Substance Abuse

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# Employee Drug Testing Under Reasonable Suspicion

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The University has the authority to conduct drug tests on employees where there is a **reasonable suspicion** that illegal drug use or alcohol abuse is present while an employee is conducting University business.

Must be a good faith belief that there may be a violation of the University's drug and alcohol policy and that the employee's behavior provides evidence of that violation

Must be confirmed by two supervisors

Must provide a written recommendation to the Human Resources Department to test and a description of the behavior and/or circumstances observed

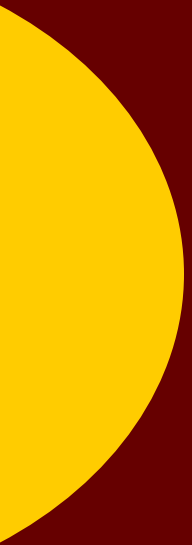
# Protecting Confidentiality

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Situations involving reasonable suspicion will not be made public.

Conversations with an Employee Assistance Program professional/referral agent are private and will be protected.

Documentation of addiction or mental illness is not public record and cannot be shared without a signed



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Supervisors should be aware that an employee may consciously or unconsciously use a variety of Ä ä • % Á ! Á % ^ ~ ^ } • ^ • + Á [ Á ! [ c ^ & Á @ { • ^ | ç ^ • Á @ } Á being confronted.

**Sympathy**

**Excuses**

**Apology**

**Diversions**

**Innocence**

**Anger**

**Pity**

**Tears**





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performance

Encourage follow-through with continuing care and support groups

Provide accurate performance appraisals and fair treatment

Allow time to adjust to doing things differently

Maintain respect for privacy

Provide open lines of communication

Correct actions if past behaviors reappear

