

Drug-Free Campus and Workplace, 7.01(a)**Chapter 7: General Administrative****Applies to: Faculty, Staff and Adjuncts**

Purpose:

In accordance, with [Drug-Free Campus and Workplace Policy 7.01](#), an employee may be required to submit a urine specimen and / or blood sample for testing for the presence of drugs or alcohol or a breath sample for testing for the presence of alcohol if there is reasonable suspicion to believe that an employee, when appearing for duty or while on the job, is under the influence of, or his/her job performance is impaired by, alcohol or drugs.

- I. If there is reasonable suspicion that an employee is under the influence of, or job performance is impaired by, alcohol or drugs, the Supervisor (or person observing the behavior) should immediately contact The Safety & Security Department. Examples of reasonable suspicion include, but are not limited to, slurred speech, disorientation, abnormal conduct or behavior, or involvement in an on-the job accident resulting in personal injury or property damage, where the circumstances raise a reasonable suspicion concerning the existence of alcohol or drug use or abuse by the employee.
- II. Safety & Security will notify the employee's supervisor and Office of Human Resources of the situation. Safety & Security and Human Resources, together, will confirm if a test is warranted based upon the circumstances.
- III. If warranted, Safety & Security and Human Resources will designate someone at the College to take the employee to an offsite medical testing facility.
- IV. After testing, the employee will be given the remainder of the day off unpaid, transportation will be arranged after testing, and will be unable to return to work until the test results are provided to Human Resources.
- V. If the drug test results come back positive or if the employee is found to have a breath alcohol concentration exceeding .08 (the recognized benchmark of the Department of Transportation), corrective action will be taken against the employee up to and including termination as outlined in Disciplinary Action and Due Process Policy 5.5.
- VI. Refusal to submit to an alcohol and drug test will result in a positive finding and corrective action will be taken against the employee up to and including termination as outlined in [Disciplinary Action and Due Process Policy 5.5](#).
- VII. All employees will be paid for their time while being tested. The cost of these tests will be paid for by the College.
- VIII. Violations of unlawful possession, use, production, distribution or sales of alcohol or drugs on College property or as any part of College activities/work will be addressed as outlined in [Drug-Free Campus and Workplace Policy 7.01](#).

Related Policies or Procedures:[Drug-Free Campus and Workplace Policy 7.01](#)[Disciplinary Action and Due Process Policy 5.5](#)**History:**

	Date:	Reason:
Issued:	04/18/2023	
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.