

Supervisor Drug & Alcohol Free Workplace Regulation Quick Reference Guide

In the event you have a belief that an employee may be in violation of the Drug and Alcohol Free Workplace regulation, you should follow the procedure below to determine whether there is **reasonable suspicion** to request that the employee submit to a drug and/or alcohol test:

1. Immediately review the [Reasonable Suspicion Drug or Alcohol Testing Checklist](#) for indicators of possible impairment to establish an objective basis for possible testing.
2. Immediately contact a member of the [University Human Resources Employee Relations team](#) or your local College / Division Human Resources Lead. Should one of these consultants not be available, or in the event of an after-business-hours incident, contact University Police at (919) 515-3000. The University Police will contact a representative from Environmental Health & Public Safety to provide assistance. If appropriate, an authorized witness will be appointed to assist you to determine if testing may be necessary.
3. With an authorized witness present, you will be asked to complete the [Reasonable Suspicion Drug or Alcohol Testing Checklist](#) and, in a private location, provide the employee the opportunity to respond to the observations noted on the checklist.
4. If it is determined that the employee may be in violation of the regulation, you will ask the employee to submit to a reasonable suspicion drug / alcohol test and to sign and complete the [Reasonable Suspicion Testing Consent Form](#). (Link). Final authorization for the test and any testing arrangements will be made by the Associate Vice Chancellor of EHS (or designee).

In the event of an **on-the-job accident** involving either 1) loss of life; 2) transportation for medical treatment; 3) significant property damage (>\$5,000); or 4) a motor vehicle accident in which the employee received a citation for a moving violation and any vehicle involved in the accident was removed from the scene by means other than its owner, the employee shall be tested for drugs or alcohol. If the employee has been injured and is transported to a medical facility for treatment, a test will be conducted at that facility. Report the accident to

Contacts:

Employee Relations: (919) 515-6575
EHS: (919) 515-7915

After Hours Contact:

EHS: (919) 515-3000

The Do's and Don'ts of Drug & Alcohol Testing

Do

- Complete the reasonable suspicion checklist **immediately** after an accident or **as soon as possible** after you form the belief that an employee may be in violation of the regulation. Document the situation as fully as possible, be specific. Time is of the essence.
- If you're unsure if the behavior or accident should result in testing, contact Employee Relations or your HR Lead immediately.
- Remain objective and open to other possible explanations for the behavior.
- Set expectations up front for your employees so that they understand accident reporting requirements and reasonable suspicion testing obligations.
- Do ensure that the employee who may be impaired is in the presence of the manager, management's designee, or HR representative at all times.
- If the situation warrants, working with Employee Relations or your HR Lead, place the employee on Investigatory Leave with Pay or Administrative Leave with Pay (depending on employee classification).

Do Not

- Jump to conclusions based on rumor, gossip, or subjective opinions / beliefs.
- Conduct an independent inspection of closed office areas, such as desk drawers and cabinets, in search of drugs or alcohol.

- Make statements or ask the employee questions that presume the employee has a drug or alcohol addiction.
- Share your observations or suspicions with anyone other than those in your leadership chain, HR, or designated EHPS witnesses.
- Wait too long to report legitimate objective concerns. You have a limited number of hours for a test to be conducted.