

Name of Policy	Drug and Alcohol Testing
Description of Policy	This document outlines the university's policy regarding drug and alcohol testing and is intended to promote a safe, healthy drug and alcohol-free campus environment
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit, etc.</i>)
	<input type="checkbox"/> Faculty/Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Faculty/Staff and students
Policy status	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

Approval authority	Senior Vice President for Finance, Administrative Services & Operations/CFO
Governing authority	Senior Vice President for Finance, Administrative Services & Operations/CFO
Responsible officer	Chief Human Resources Officer

Approval date	September 28, 2020
Effective date	November 1, 2020
Approval date of last revision	December 1, 2018
Effective date of last revision	January 1, 2019
Date of policy review*	November 1, 2021

*unless otherwise indicated, this policy will still apply beyond the review date

Related legislation, policies, procedures, guidelines and local protocols	
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Background

The illegal or abusive use of alcohol and other drugs adversely affect this educational environment. Federal; and Mississippi laws restrict or prohibit the use of alcohol and other drugs in various contexts. The illegal or abusive use of alcohol and other drugs is not compatible with personal health and welfare and the pursuit of academic excellence, and will not be tolerated by the University on any of its campuses, or as part of any institutional activities.

Alcorn State University is committed to maintaining an environment that supports and encourages a health campus Environment, free from the presence, use, or influence of illegal or abused drugs or alcohol and has implemented policy and procedure to foster a drug and alcohol-free campus environment. University employees are expected to exemplify high standards of professional and personal conduct.

Purpose

In furtherance of Alcorn State University's interest to maintain a drug-free workplace, the University reserves the right to test any faculty, staff, student worker, contractor, consultant, vendor, or employment candidate for alcohol and/or controlled substances when:

1. There is a reasonable suspicion that the individual may be under the influence of alcohol or controlled substances while at work
2. The individual has been offered a position within a department or unit that is mandated to conduct a post-offer drug screening prior to active employment due to state or federal regulations, or grant/contract stipulations, or
3. The individual is involved in a vehicle accident while operating a university owned, assigned, rented or leased vehicle or utility transport vehicle (i.e. car, van, bus, golf cart, etc.). This policy applies regardless of whether or not the individual was at fault in the accident.

Scope/Application

This policy applies to all Alcorn State University employees, regardless of work location. Use or influence of illegal drugs and/or alcohol shall not be permitted.

Policy Statement and Principles

Reasonable Suspicion

1. Prior to drug or alcohol testing for reasonable suspicion, the department must coordinate with the Office of Human Resources Management. Supervisors should notify Human Resources of the need for the testing. When reasonable suspicion exists, the individual who made the observations should submit a completed Reasonable Suspicion Form to the Office of Human Resources Management documenting the basis for the suspicion. The Reasonable Suspicion Form can be found on the Human Resources website.
2. If the observed behavior occurs during a shift when the Office of Human Resources Management is closed, the Chief Human Resources Officer should be notified and the individual taken for testing at that time. The

official form should be submitted to the Office of Human Resources Management at the beginning of the first work day when the Human Resources office is open.

Post Offer

1. Prior to beginning work in positions within designated departments or units, employees will be tested for controlled substance use as required for compliance with state and federal regulations or as contracts/grants mandate. New employee offers are contingent upon completion of drug tests with results revealing the absence of drug use. Hiring departments will coordinate with the Office of Human Resources Management to schedule required tests. Any employee who tests positive for drugs will not be allowed to begin work. The offer of employment will be withdrawn unless satisfactory documentation is provided by the employee to the University's Medical Review Officer justifying the presence of the drug.

Post-Vehicular Accident

1. University Campus Police and the Office of Human Resources Management should be notified of the accident as soon as possible. Failure to report vehicular accidents in a timely manner may result in disciplinary action.
2. Post-vehicular accident breath alcohol tests (BAT) should be conducted within two (2) hours following the vehicle accident.
3. Drug substance screens should be conducted within 32 hours following the vehicle accident.
4. If a vehicular accident occurs Monday - Friday, 8 a.m. - 5 p.m., supervisors should contact the Office of Human Resources to schedule screenings. The driver of the vehicle involved in an accident should be escorted to the facility where the testing is to be conducted.
5. If the vehicular accident occurs outside the normal work day, the supervisor will be responsible for ensuring the individual is escorted to the facility where the testing will be conducted (without prior scheduling by Human Resources) within the required time frame (two hours for breath alcohol tests and 32 hours for substance testing) and for notification of the accident to Human Resources the next business day.
6. In the event a vehicular accident occurs at a remote location and the driver is unable to return/come to the Lorman Alcorn State University area, the breath-alcohol screening will not be required. However, if return is possible within 32 hours, the involved driver will be required to undergo substance testing and should be escorted to facility where testing is to be conducted for testing.
7. The supervisor is responsible for documenting any circumstances that prohibited the return/travel to the Lorman Alcorn State University area for the breath-alcohol testing and/or substance screenings and must provide such documentation to Human Resources.
8. Return to driving a university vehicle is prohibited until a negative test result has been confirmed.
9. Individuals who test positive, or who refuse to submit to testing, will be prohibited from driving any university vehicle and may be subject to other disciplinary action, up to and including, termination of employment or the contractual relationship. Supervisors should consult with Human Resources regarding options for disciplinary action.
10. No centralized funding is provided for expenses related to alcohol and/or substance testing. Department accounts will be directly charged for these expenses. The Office of Human Resources Management serves as liaison between University departments and the testing provider to process billing for services.

11. Departments who engage contractors, consultants or other external affiliates will be responsible for communicating screening protocols with those contractual individuals/entities and for arranging reimbursement of expenses. Screening protocols should be included in agreements/contracts with vendors and external constituents.

Procedure

A copy of this policy shall be distributed to all faculty and staff electronically via university email. A copy of the policy will also be posted in the university Policy Directory in the human Resources section.

This policy will become effective 31 days after posting, or November 1, 2020.