



DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

Purpose

The purpose of this procedure is to aid in the maintenance of a drug free workplace in accordance with college Prohibition of Drugs Policy, [OCP 400-01](#). The following procedures have been developed for use by appropriately trained managers, supervisors, and staff to determine whether there is “reasonable suspicion” that:

- a. an employee may be impaired,
- b. an employee may present a safety risk to themselves,
- c. an employee may represent a safety risk to employees, students, the general public and/or
- d. it may affect the employees ability to satisfactorily and safely perform the duties of his/her position.

Procedures

Reporting Requirements

1. It is the responsibility of all College employees to immediately report any suspicious behavior or signs of drug/alcohol use by anyone on campus to their supervisor, Human Resource Services (extension 7300), another member of management, and/or Campus Safety and Security.
2. If the suspected individual is a student, visitor or member of the public, the Campus Safety and Security department must be contacted immediately (extension 7800) to handle the situation.
3. Employees are expected to keep the identities of the suspected individual and the employee who reported the suspicious behavior confidential.

Suspicious Behavior Documentation

1. Suspicious behavior must be verified by two trained observers who are currently listed on the Human Resources Office list of trained observers. The trained observers will:
 - a. Document the incident using their standard incident report
 - b. Complete the Drug and Alcohol Testing Observation Form for Reasonable Suspicion/Post-Accident
2. The trained observer(s) must have a conversation with the employee explaining their reason for suspicion. The supervisor or trained observer(s) must ask the person if they are under the influence of alcohol or drugs, and explain the College’s position on a drug and alcohol free workplace. In addition, they must reference the College’s Prohibition of Drugs policy, [OCP 400-01](#), the reasonable suspicion procedure, and collective bargaining agreement (if applicable).
3. The trained observer(s) may remind the person that, if they are represented by a union, they have the right to a union representative to provide assistance and counsel. Other employees may request a member of the Human Resources Team to act in that capacity during the investigation.
4. If reasonable suspicion exists, the trained observers will contact Human Resources to complete the Olympic College Drug/Alcohol Testing Authorization Form and arrange transportation to take the employee directly to the testing facility.
 - a. If the employee refuses to submit to and be transported for testing, refusal will be considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination. If the



OLYMPIC COLLEGE

DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

employee refuses to submit to testing, the employee will be provided with transportation home which may include taxi with supervisor or campus public safety escort.

- b. The employee will sign a consent form prior to being transported for testing. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
- c. If an employee verbally resigns, the supervisor or trained observer will accept their resignation and document the conversation. The document will be sent to HRS for processing. A verbal resignation will be considered as valid as a written resignation.

Employment Status

If two trained observers have determined there is “reasonable suspicion” that: a) an employee may be impaired, b) an employee may present a safety risk to themselves, c) an employee may represent a safety risk to employees, students, the general public and/or d) it may affect the employees ability to satisfactorily and safely perform the duties of his/her position, the employee is on paid administrative leave until the College receives all test results.

Testing

Once HRS completes the required forms, they will make arrangements to transport the employee to the testing site.

1. The employee will sign a consent form at the Testing Facility prior to being tested. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
2. If the alcohol breath test is positive or the employee is not in a condition to return to work or operate a vehicle due to suspected drug/alcohol impairment, Human Resources will arrange for transportation of the employee to his/her residence. The alcohol breath test is considered positive when the employee’s breath alcohol level is equal to or higher than the State of Washington law for operating a motor vehicle.
3. If an employee is transported home for suspected drug or alcohol impairment, he/she is considered on paid administrative leave until the College receives the test results.
4. If an employee refuses to have transportation arranged by the College, the employee must arrange for alternative transportation. Under no condition will an employee be allowed to drive when intoxication or drug use is suspected. If the employee attempts to drive or leave campus on his/her own, Human Resources will contact Law Enforcement immediately.

If an employee tests positive for alcohol or drugs, he/she will be counseled and/or disciplined in accordance with College policy and any applicable collective bargaining agreement up to and including termination. All test results are to be treated with the highest confidentiality. Test results are immediate for the breath alcohol test and take 24-48 hours to process for urine drug screen. Test results will be delivered to Human Resource Services, who will return the test results along with the completed documentation to the appropriate College Administrators.

Forms noted in Procedure are available through Human Resources Services
Specific Authority: OCP 400-01; Federal Drug Free Workplace Act of 1988
History of Procedure

Adopted by HRS, April 2, 2018

Contact: Human Resource Services, Joan Hanten