

**Positions subject to pre-hire, random, or promotion drug testing**

Individuals in safety-sensitive or security-sensitive positions described below shall be drug tested pre-hire or when promoted to such a position and are also subject to periodic random drug testing:

1. Positions with duties that may require or authorized the safety inspection of a structure;
2. Positions with duties that may require or authorize carrying a firearm;
3. Positions with duties that may allow access to controlled substances;
4. Positions with duties that may require or authorize inspecting, handling, or transporting hazardous waste as defined in R.S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5);
5. Positions with duties that may require or authorize any responsibility over power plant equipment;
6. Positions with duties that may require instructing or supervising any person to operate or maintain, or that may require or authorize operating or maintaining, any heavy equipment or machinery; and
7. Positions with duties that require a CDL license.

**Reasonable Suspicion and Post-Accident Testing Protocol**

1. For reasonable suspicion, as defined in Policy 1412, Definitions Section I., the employee with the reasonable suspicion must contact HR and complete and sign a reasonable suspicion checklist. The suspected employee will be advised by his or her supervisor that the University has reasonable suspicion to believe that he or she is affected by illegal drugs (as defined in Policy 1412) or alcohol and that this test is being ordered to confirm or deny this suspicion. Both the identities of the individual reporting suspected drug or alcohol use, as well as the suspected employee, will be kept confidential.
2. Post-accident testing shall be conducted after an accident involving any of the following circumstances:
  - (1) an accident that necessitates or reasonably should necessitate medical attention to the employee as determined by the employee, the employee's supervisor, or the department head,
  - (2) an accident leading to a reasonable suspicion of illegal drug or alcohol use,
  - (3) an accident involving a fatality, or
  - (4) an accident involving hazardous waste.

The employee will be advised by his or her supervisor that the University policy requires testing for the presence of drugs or alcohol. ***In the case of post-accident testing, the safety of the employee(s) involved in the accident is paramount and takes priority over compliance with this policy.***

3. For both reasonable suspicion and post-accident testing, testing will occur as soon as practicable.
4. The employee will be transported to the University's contracted testing facilities. One member of management or a designated attendant will accompany the employee. ***The employee should not be allowed to drive himself or herself to the testing facility unless, in the opinion of both the employee and the employee's supervisor, medical treatment is not necessary and no reasonable suspicion of illegal drug or alcohol use exists.***
5. Prior to leaving for the testing facility, the University will contact the testing facility to inform it that an employee from the University will be arriving and will need a drug or alcohol test completed.
6. The employee should be provided water to drink prior to leaving the company premises.
7. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of a University representative.
8. The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving University premises.
9. If required by the testing facility, the employee to be tested must sign a consent form provided. Refusal to sign will be considered a refusal to submit to drug testing and subject to discipline as stated in Policy 1412.
10. After returning to the University or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). ***Under no circumstances will the tested employee, prior to a negative test result, be allowed to remain at work or drive himself or herself home, unless, in the opinion of both the employee and the employee's supervisor, medical treatment is not necessary and no reasonable suspicion of illegal drug or alcohol use exists.***
11. For post-accident testing involving incidents where the employee(s) is transported to a medical facility before this policy can be complied with or is otherwise off-site, the testing procedures herein may be supplemented or modified as necessary on a case-by-case basis to secure testing as soon as practicable.

## Employee Drug Testing Protocols

12. In all cases of reasonable suspicion or post-accident testing, a report will be completed detailing either the accident or the reasons for reasonable suspicion (using the reasonable suspicion form) as well as whether this policy was complied with. If testing called for under this policy was not conducted (for example, for reasons outside of the University's control, post-accident drug testing was not completed), the circumstances surrounding or justifying the non-testing shall be documented.
  
13. The results of all drug tests obtained will be confidential except for any disclosures required by law or on a documented need-to-know basis.