



Drug-Free Workplace Policy 7.30

Office of Human Resources

Applies to: Faculty, staff, and student employees¹

POLICY

Issued: 10/16/1992
Revised: 3/1/2005
Edited:

To provide for the health and safety of students, employees, and visitors, the University supports and will maintain a drug-free working and living environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or the unauthorized use of alcohol by University employees on University premises or university vehicles on or off-campus is prohibited. Employees may not be at work under the influence of alcohol or while unlawfully using controlled substances. This policy provides minimum standards; University departments or contracts may impose stricter standards. The consumption of alcohol at events where the University has authorized such use is permitted. At such events the use must be sanctioned by the University as well as permitted by the appropriate state agency. Only individuals of legal drinking age may consume alcohol at these events.

¹ Health System employees are covered under the Health System policy.

POLICY GUIDELINES

Definitions

Controlled substances/drugs – include, but are not limited to:

- (a) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (b) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (c) stimulants, such as cocaine (and any derivatives) and amphetamines;
- (d) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy, and MDMA;
- (e) cannabis, such as marijuana and hashish; and
- (f) any chemical compound added to federal or state regulations and denoted as a controlled substance.

University premises – any building or land owned, leased, or used by The Ohio State University.

University vehicle – any vehicle owned, leased or operated by The Ohio State University.

Criminal drug statute conviction – when an employee is convicted of or pleads guilty to a drug statute conviction as defined by Ohio Revised Code.

Medical Review Officer (MRO) – physician officially designated by regulated agency with specific training in Department of Transportation drug and alcohol regulations and drug testing requirements.

Testing for Reasonable Suspicion – testing for a specific cause that is conducted immediately after there is significant evidence of using or being under the influence of drugs or alcohol while at work, i.e., aroma of alcohol on breath or directly observed using drugs or drinking alcohol.



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PROCEDURE

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I. Drug Testing

All federal, state or local regulations regarding drug testing and monitoring will be followed. There are four situations when the University can conduct tests. All information pertaining to an individual's drug tests or results will be kept confidential, except on a need-to-know basis. All testing conducted under this policy will be done in accordance with standards established by the Offices of OSU Employee Health Services and Environmental Health and Safety.

- A. Pre-employment testing. Applicants to specific safety-related and other designated positions at Ohio State will be drug tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent upon successfully passing a drug test.
- B. Random drug testing. This testing occurs with the same group of safety-related positions that are subject to pre-employment testing. Employees in this group are subject to random drug testing as a condition of continued employment.
- C. Department ordered testing. Departments within the University can set up testing standards that are more rigorous than outlined in this policy, with the approval of the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).
- D. Testing for Reasonable Suspicion. Drug or alcohol testing of employees may be conducted if there is reasonable suspicion of working under the influence of alcohol or drugs.

Testing for Reasonable Suspicion may be ordered by a supervisor, chair, or other University administrator in consultation with [OHRC](#). Individuals testing positive should be referred to the [University Faculty and Staff Assistance Program \(UFSAP\)](#) or a Substance Abuse Professional (SAP) if an external expert is used for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. [OHRC](#) and the designated Medical Review Officer (MRO) will review the recommendation and may determine that rehabilitation is a requirement for any current employee who has an alcohol or drug problem that affects job performance. Refusing a drug test will be handled according to the established drug testing standards set by federal code in Title 41, section 10 and followed by the Medical Review Officer's department.

II. Arranging A Drug Test

- A. When a supervisor believes that drug testing is appropriate, they must first contact [OHRC](#). With the approval of [OHRC](#), the supervisor contacts OSU Employee Health Services to arrange for the drug or alcohol testing. For locations outside of central Ohio, drug testing should occur at an approved test site or a local emergency room.
- B. If the need for testing for reasonable suspicion arises outside of the regular hours of OSU Employee Health Services, the supervisor should contact the Director of Employee Health through the OSU Hospitals Operator. If this is unsuccessful, escort the employee to Employee Health Services at its next scheduled opening. For locations or situations outside of central Ohio, drug testing should occur at an approved test site or local emergency room.



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III. Notification of University Police

Any individual observed unlawfully manufacturing, distributing, dispensing, using, or possessing alcohol or illegal drugs on University premises is to be reported immediately to the University Police. Regional campuses and extension operations should contact campus security and/or local law enforcement.

IV. Office of Human Resources Responsibilities

- A. The University will inform all employees of the Drug-Free Workplace Policy upon employment through the employment website and annually through usual employee communication mechanisms.
- B. Provide access to training for supervisors and managers.
- C. Provide a drug-free workplace awareness program available through the [University Faculty and Staff Assistance Program \(UFSAP\)](#).
- D. Refer and provide appropriate support for employees after drug testing and/or substance abuse treatment or education, facilitate arrangements for testing when there is reasonable suspicion, and consult with departments on individual work agreements for approved returning employees.

V. College/Unit Responsibilities

- A. Supervisors with reasonable suspicion that a substance abuse problem may be resulting in unsatisfactory work performance should review those problems with their department manager. Supervisors should refer the employee to an [UFSAP](#) counselor. This referral should be kept confidential. Workplace performance issues should be documented.
- B. Take corrective action as appropriate after consultation with the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).
- C. When there is a suspension of responsibilities directly related to drug or alcohol use, upon authorization to return to work, an individual work agreement should be written in consultation with [OHRC](#).
- D. Provide appropriate supervision for employees in accordance with return-to-work agreements.
- E. Within thirty days of notification of a criminal drug statute conviction, the employing unit, in consultation with [OHRC](#), will take appropriate personnel actions against the employee. These actions may include discharge, required participation in an evaluation by [UFSAP](#) or an external Substance Abuse Professional (SAP), and/or follow through with substance abuse education/rehabilitation program if recommended by the evaluating UFSAP counselor or SAP.

VI. Employee Responsibilities

Employees are expected to refrain from illegally using drugs or illegal substances at all times and refrain from being under the influence of alcohol while at work. [Federal regulations](#) require that all employees report any drug or alcohol related convictions occurring in the workplace to their employer. Employees must self-report these convictions to [OHRC](#), within five business days of a guilty verdict or a plea of no-contest. This information may subject the employee to disciplinary action, random testing requirements and may be reported to the appropriate licensing authority.



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RESOURCES

For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)
(614) 292-2800, ohrc@hr.osu.edu
- Hospitals Human Resources, Employee Relations, 614-293-4988

For counseling and consultation:

- University Faculty and Staff Assistance Program (UFSAP), osumhcs.com/ufsap, 614-292-4472
- OSU Employee Health Services, 614-293-8146

For further information about alcohol use on campus:

- Office of Legal Affairs, 614-292-0611
- Student Judicial Affairs, 614-292-0748

For information on federal regulations:

- US Code Title 41 Public Contracts www.access.gpo.gov/uscode/title41/chapter10.html