



Applies to: Faculty, staff, graduate associates, and student employees

Responsible Office

Office of Human Resources

POLICY

Issued: 10/16/1992
Edited: 09/12/2022

The university supports and maintains a drug-free work and living environment to provide for the health and safety of students, employees, and visitors. This policy prohibits: the unlawful manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, intoxicants, or controlled substances; inappropriate use of prescription drugs at work; unauthorized use of alcohol by university employees on university premises or in university vehicles on or off campus; and working under the influence of alcohol or while unlawfully using controlled substances.

Definitions

Table with 2 columns: Term and Definition. Rows include Controlled substances, Criminal drug statute conviction, Medical Review Officer (MRO), Reasonable suspicion testing, University premises, and University vehicle.

PROCEDURE

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- I. Drug/Alcohol Testing
A. Federal, state and/or local laws and regulations regarding drug/alcohol testing and monitoring will be followed when applicable. All information pertaining to an individual's drug/alcohol tests or results will be kept as confidential as possible...
1. 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.



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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 in such situations.

2. Random testing. This testing occurs with safety-related and other designated positions as required by law and under individual agreements with the university. Employees in this group are subject to random testing as a condition of continued employment.
3. Ordered testing. Departments within the university can establish testing standards that are more rigorous than outlined in this policy, with the approval of the Office of Human Resources, Employee and Labor Relations (e.g., testing required by federal regulations, licensure boards, other legal or regulatory entities, etc.).
4. Reasonable suspicion testing.
  - a. Drug/alcohol testing of employees may be conducted if there is reasonable suspicion of working under the influence of alcohol or drugs. Testing must be based on objective facts or circumstances including and not limited to, aroma of alcohol on breath, directly observed using drugs or drinking alcohol, erratic/strange behavior in the workplace, self-disclosure of selling or taking drugs or alcohol, diversion of medications or upon verification of a drug or alcohol related conviction.
  - b. Testing may be ordered by a supervisor, chair or other university administrator, in consultation with [OHR Employee and Labor Relations](#), when feasible. Individuals testing positive should be referred to the [Ohio State Employee Assistance Program](#) (Ohio State EAP) 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. Employee and Labor Relations and the designated **Medical Review Officer (MRO)** will review the recommendation. The MRO may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.
  - c. If the supervisor or manager is unclear that testing is merited, they should consult with their senior human resource professional and a counselor from the Ohio State EAP at the next possible opportunity to explore the best options moving forward.
5. Refusal to undergo **reasonable suspicion testing**. An employee will be subject to corrective action up to and including termination if the employee refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen, sends an imposter, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

## II. Arranging a Drug/Alcohol Test

- A. When a supervisor, chair or other university administrator believes that reasonable suspicion exists for drug/alcohol testing, they must follow the established process.

## III. Self-Disclosure of Convictions

- A. Employees are required by federal regulations to report any drug or alcohol related convictions occurring in the workplace to the university. These must be reported consistent with the Self-Disclosure of Criminal Convictions and Background Check Policy. This information may subject the employee to corrective action, random testing requirements and may be reported to the appropriate licensing authority.

## IV. Notifying University Police

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

## V. Corrective Action

- A. Corrective action may include actions up to and including termination, required participation in an evaluation by Ohio State EAP or an external Substance Abuse Professional (SAP) and/or follow through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a



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required education/treatment program the employee may be subject to corrective action up to and including termination.

**Responsibilities**

Position or Office	Responsibilities
Office of Human Resources	<ol style="list-style-type: none"> <li>1. Inform all employees of the Drug-Free Workplace policy upon employment through the employment website and annually through usual employee communication mechanisms.</li> <li>2. Consult with units regarding compliance with this policy.</li> <li>3. Provide access to training for supervisors and managers.</li> <li>4. Provide a Drug-Free Workplace awareness program in collaboration with the Ohio State EAP.</li> <li>5. Refer and provide appropriate support for employees after drug/alcohol testing and/or substance abuse education/treatment, facilitate arrangements for testing when there is reasonable suspicion and consult with departments on individual work agreements for approved returning employees.</li> </ol>
Ohio State EAP	<ol style="list-style-type: none"> <li>1. Provide a Drug-Free Workplace awareness program.</li> <li>2. Provide counseling and assessment for faculty and staff.</li> </ol>
College/VP Unit	<ol style="list-style-type: none"> <li>1. 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 Ohio State EAP counselor and keep the referral confidential. Workplace performance issues should be documented. If an employee self-reports a substance abuse problem or issue, the employing unit should refer the employee to an Ohio State EAP counselor.</li> <li>2. Supervisors must follow the reasonable suspicion testing process which requires a witness (such as a supervisor, manager or human resource professional) to determine if a drug/alcohol test is merited.</li> <li>3. Consult with OHR Employee and Labor Relations on appropriate corrective action for any violation of this policy, including refusal to undergo reasonable suspicion testing.</li> <li>4. Write an individual work agreement when appropriate, in consultation with OHR Employee and Labor Relations.</li> <li>5. Supervise employees in accordance with individual work agreements.</li> <li>6. Take appropriate actions with the employee within thirty days of notification of an employee's <b>criminal drug statute conviction</b>, in consultation with OHR Employee and Labor Relations.</li> <li>7. Provide access to Office of Human Resources training for supervisors and employees.</li> </ol>
Employee	<ol style="list-style-type: none"> <li>1. Report any alcohol/drug related conviction consistent with the Self-Disclosure of Criminal Convictions and Background Check Policy.</li> <li>2. Report any Drug-Free Workplace policy violation that you observe to University Police.</li> </ol>
University Health Services	<ol style="list-style-type: none"> <li>1. Provide Medical Review Officer services.</li> <li>2. Provide drug/alcohol testing services or contract with outside entities to do so.</li> <li>3. Interpret drug/alcohol test results.</li> <li>4. Maintain records relating to drug/alcohol testing.</li> <li>5. Report drug/alcohol test results to appropriate entities.</li> </ol>

**Resources**

- Drug-Free Workplace Act of 1988, [USCODE-2009-title41](#)  
 For Cause Drug and/or Alcohol Testing Procedure The Ohio State University Wexner Medical Center, [hr.osu.edu/wp-content/uploads/policy730-forcause.pdf](http://hr.osu.edu/wp-content/uploads/policy730-forcause.pdf)  
 Policy 7.30 – Drug-Free Workplace Frequently Asked Questions, [hr.osu.edu/wp-content/uploads/policy730-faq.pdf](http://hr.osu.edu/wp-content/uploads/policy730-faq.pdf)  
 Procedure for Requesting Permission to Serve Alcohol, [universitycatering.osu.edu/documents/authtoservealcoholrequestform-1.PDF](http://universitycatering.osu.edu/documents/authtoservealcoholrequestform-1.PDF)  
 Reasonable Suspicion Testing Checklist, [hr.osu.edu/wp-content/uploads/policy730-checklist.pdf](http://hr.osu.edu/wp-content/uploads/policy730-checklist.pdf)  
 Reasonable Suspicion Testing Consent form, [hr.osu.edu/wp-content/uploads/policy730-consent.pdf](http://hr.osu.edu/wp-content/uploads/policy730-consent.pdf)  
 Reasonable Suspicion Testing Process, [hr.osu.edu/wp-content/uploads/policy730-process.pdf](http://hr.osu.edu/wp-content/uploads/policy730-process.pdf)  
 U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, [transportation.gov/odapc](http://transportation.gov/odapc)



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**Contacts**

Subject	Office	Telephone	E-mail/URL
Alcohol use on campus	Office of Legal Affairs	614-292-0611	<a href="http://legal.osu.edu/olaindex.php">legal.osu.edu/olaindex.php</a>
Alcohol use on campus	Student Conduct, Office of Student Life	614-292-0748	<a href="http://sja.osu.edu">sja.osu.edu</a>
Counseling and support for faculty and staff	Ohio State Employee Assistance Program, The Ohio State University Health Plan, Inc.	614-292-0748	<a href="http://hr.osu.edu/benefits/eap">hr.osu.edu/benefits/eap</a>
Counseling and support for students	Counseling and Consultation Service, Office of Student Life	614-292-5766	<a href="http://ccs.osu.edu">ccs.osu.edu</a>
Drug/alcohol testing	University Health Services	614-293-8146	
Policy interpretation questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Policy training questions	Office of Human Resources, Employee and Labor Relations		<a href="mailto:HR-elr@osu.edu">HR-elr@osu.edu</a>

**History**

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Edited:	09/06/2002	
Revised:	01/01/2005	Renamed Drug-Free Workplace
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Revised:	09/12/2011	
Edited:	12/01/2011	
Edited:	01/18/2012	
Edited:	01/20/2012	
Edited:	02/03/2012	
Edited:	09/17/2013	
Edited:	04/15/2014	
Edited:	01/22/2021	Added HR Connection
Edited:	09/12/2022	Added Policy Training contact