

The University of Mississippi
Drug and Alcohol Testing

Summary/Purpose: In furtherance of the University's interest to maintain a drug-free workplace, the University reserves the right to test any University employee, contracted worker, or external constituent affiliated with the University for alcohol and/or controlled substances using these guidelines.

In furtherance of the 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. golf cart, Gator). This policy applies regardless of whether or not the individual was at fault in the accident.

1. Reasonable Suspicion

- a. Prior to drug or alcohol testing for reasonable suspicion, the department must coordinate with the Department of Human Resources. Supervisors should notify Human Resources of the need for the testing. When reasonable suspicion exists, the individual who made the observations should submit a written record to the Department of Human Resources documenting the basis for the suspicion. A Reasonable Suspicion Record Form can be found on the Human Resources website.
- b. If the observed behavior occurs during a shift when the Department of Human Resources is closed, the individual is to be taken for testing at that time. The Department of Human Resources is to be notified as soon as the office reopens. The Human Resources department head or designee will review the individual circumstances with the employee's unit head and recommend appropriate action.

2. Post Offer

- a. 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 Department of Human Resources 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 documentation is provided by the employee to the University's Medical Review Officer justifying the presence of the drug.

3. Post-Vehicular Accident

- a. The Office of Procurement and the Department of Human Resources should be notified of the accident as soon as possible. Failure to report vehicular accidents in a timely manner may result in disciplinary action.

- b. Post-vehicular accident breath alcohol tests (BAT) should be conducted within two (2) hours following the vehicle accident.
- c. Drug substance screens should be conducted within 32 hours following the vehicle accident.
- d. If a vehicular accident occurs Monday - Friday, 8 a.m. - 5 p.m., supervisors should contact the Department of Human Resources to schedule screenings. The driver of the vehicle involved in an accident should be escorted to Baptist Memorial Hospital-North Mississippi, where the testing is to be conducted.
- e. If the vehicular accident occurs outside the normal work day, the supervisor will be responsible for ensuring the individual is escorted to Baptist Memorial Hospital-North Mississippi laboratory (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.
- f. In the event a vehicular accident occurs at a remote location and the driver is unable to return to the Oxford 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 Baptist Memorial Hospital-North Mississippi laboratory for such testing.
- g. The supervisor is responsible documenting any circumstances that prohibited the return to the Oxford-University Area for the breath-alcohol testing and/or substance screenings and must provide such documentation to Human Resources.
- h. Return to driving a university vehicle is prohibited until a negative test result has been confirmed.
- i. 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.
- j. No centralized funding is provided for expenses related to alcohol and/or substance testing. Department accounts will be directly charged by the Department of Human Resources for these expenses. The Department of Human Resources serves as liaison between University departments and the testing provider to process billing for services.
- k. 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.