



POLICY AND PROCEDURE

Procedure:	DRUG AND ALCOHOL TESTING
Policy No.:	5.7
Department:	Human Resources
Contact:	Vice President for Business Affairs

Policy

Great Basin College is committed to a work environment that is free of illegal controlled substances and alcohol. The institution has zero tolerance for employees or students under the influence of illegal controlled substances, abuse of prescriptions medication, marijuana (<https://www.gbcnv.edu/security/medicalmarijuana.html>) and alcohol in the workplace. The use of illegal controlled substances and alcohol are prohibited in the workplace.

Procedures

If you are a witness or a supervisor and you find yourself in a situation where you suspect an employee or student is under the influence of an illegal controlled substance or alcohol in the workplace, immediately alert your supervisor or the next person in your chain of command. Also, immediately call Security, at 775-934-4923. Security will contact the VPBA and/or Human Resources one of these individuals will immediately assist you in managing the situation.

Witnesses or supervisors at off-campus centers should immediately contact their center director or designee, who will then notify the appropriate personnel in Elko and guide the supervisor and employee through the process.

1.0 What to Look For

Signs and symptoms of being under the influence of alcohol and/or a controlled substance are wide and varied. For example, an employee may slur their speech, speak incoherently, have difficulty keeping their balance, use profane language, or engage in horseplay or other activity that leads to the injury of another employee. If the employee exhibits behavior or judgment that is unusual, it may indicate they are under the influence and should be tested.

The following are the guidelines for testing published by the State of Nevada. Behaviors and actions of concern include but are not limited to the following:

- The operation of a motor vehicle by the employee in any manner that causes bodily harm;
- Abnormal conduct or erratic behavior by the employee that is not otherwise normally explainable;
- The odor of the breath of the employee and a decline in job performance that is not otherwise normally explainable;
- Observation of the employee consuming alcohol and a resulting decline in job performance that is not otherwise normally explainable;

- Observation of the employee possessing a controlled substance or using a controlled substance that is reported by a credible source;
- The operation of a motor vehicle in such a manner as to cause more than \$500 worth of property damage; or
- The operation of a motor vehicle in such a manner as to cause two property accidents within a one-year period.

As long as you are not harassing an employee by subjecting them to repeated testing without documented reasonable suspicion, you should not hesitate to send an employee in for testing. You should not fear having an employee test negative if you have done a good job of documenting and validating your reasons for requesting that they submit to testing.

2.0 For Cause Drug and Alcohol Testing for Classified Employees

If you engage in a “For Cause” drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes or receives a report of unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned witness contacts *their* supervisor or security cell. If possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).
3. The supervisor or security contacts GBC Human Resources explains they have a drug and/or alcohol situation. The GBC HR representative or designee will respond.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.
5. The witness and/or supervisor needs to complete a ***“Report Form for Suspected Alcohol/Drug Impairment.”***
6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer location on campus.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee’s whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. The employee is advised of the concerns and the procedures. **THE ADMINISTRATIVE LEAVE LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.

11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee's personal residence within city limits or assists the employee to contact a relative/friend to give them a ride. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
 - a. Employee may not drive or retrieve personal vehicle until the following day. If employee attempts to operate their vehicle, law enforcement will be notified.
12. The employee is placed on **PAID** administrative leave beginning at the time of GBC Security or designee transporting to the off-site testing facility and remains on **PAID** administrative leave at least until the results of the drug test are provided by the testing facility to Business Center North Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

Business Center North Human Resources coordinates the results of the drug test, the assessment referral, the treatment recommendations, and the employee's return to work. They will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. BCN HR will also be assisting with disciplinary action if called for.

2.1 Mandatory Supervisory Training

All supervisors must complete the mandatory training program entitled "*Alcohol and Drug Testing.*"

- Contact Human Resources for a link to the most current supervisory training web site. There will be an opportunity to print your certificate of completion if you wish.

The testing procedures outlined in this course will differ from the GBC policy because this is a State training course, but the basic information is applicable.

3.0 For Cause Drug and Alcohol Testing for Professional Employees

If you engage in a "For Cause" alcohol or drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes or receives a report of unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned witness contacts *their* supervisor or security cell. If possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).
3. The supervisor or security contacts GBC Human Resources explains they have a drug and/or alcohol situation. The GBC HR representative will respond. The president or administrator in charge will begin preparing the Paid Status Letter for number 9.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.
5. The witness and/or supervisor needs to complete a "*Report Form for Suspected Alcohol/Drug Impairment.*"

6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer location on campus.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee's whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. The employee is advised of the concerns and the procedures. **THE PAID STATUS LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.
11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee's personal residence within city limits or assists the employee to contact a relative/friend to give them a ride. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
 - a. Employee may not drive or retrieve personal vehicle until the following day. If employee attempts to operate their vehicle, law enforcement will be notified.
12. The employee is placed in **PAID STATUS** beginning at the time of GBC Security or designee transporting to the off-site testing facility and remains in **PAID STATUS** at least until the results of the drug test are provided by the testing facility to GBC Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

VPBA, or designee will coordinate the results of the drug test, the assessment referral, the treatment recommendations, and the employee's return to work. They will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. VPBA or designee will also be assisting with disciplinary action if called for.

4.0 For Cause Drug and Alcohol Testing for Employees on Letter of Appointment and for Student Workers

If you engage in a "For Cause" drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes or receives a report of unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned witness contacts *their* supervisor or security cell. If possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).

3. The supervisor or security contacts GBC Human Resources explains they have a drug and/or alcohol situation. The GBC HR representative or designee will respond.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.
5. The witness and/or supervisor needs to complete a ***“Report Form for Suspected Alcohol/Drug Impairment.”***
6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer location on campus.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee’s whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. The employee is advised of the concerns and the procedures. **THE UNPAID STATUS LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.
11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee’s personal residence within city limits or assists the employee to contact a relative/friend to give them a ride. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
 - a. Employee may not drive or retrieve personal vehicle until the following day. If employee attempts to operate their vehicle, law enforcement will be notified.
12. The employee is placed in **UNPAID STATUS** beginning at the time of GBC Security or designee transporting to the off-site testing facility and remains in **UNPAID STATUS** at least until the results of the drug test are provided by the testing facility to GBC Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

VPBA, or designee will coordinate the results of the drug test, the assessment referral, the treatment recommendations, and the employee’s return to work. They will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. VPBA or designee will also be assisting with disciplinary action if called for.

Approved by PC: May 24, 2011

Approved by Leadership Council: February 27, 2020; will take to FS in March
Contact the assistant to the president for any questions, corrections, or additions.