


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 495.2		
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	Last Revision Date:	04-29-97	
Effective Date:			
Section:	Personnel	Subject:	Drug and Alcohol Testing


PURPOSE

This procedure establishes guidelines for drug and alcohol testing of employees for the protection of the College and its employees and to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

PROCEDURE

1. Conduct
 - 1.1 An employee's job performance must not be impaired by drug or alcohol use.
 - 1.2 If an employee is taking prescription or over-the-counter drugs that may impair job performance, the employee is responsible for informing the immediate supervisor. The immediate supervisor will assign the employee to duties that are appropriate for the employee's condition.
2. Request for Testing
 - 2.1 A supervisor will request a drug and/or alcohol test only under the following circumstances:
 - 2.1.1 The supervisor has reasonable suspicion that an employee's use of drugs or alcohol violates the terms of this procedure.
 - 2.1.2 The supervisor has reasonable suspicion that the employee's use of drugs or alcohol contributed to a workplace accident, including a motor vehicle accident.
 - 2.2 Authorization and Notification
 - 2.2.1 Testing will be authorized at the division chair, director, or higher level.
 - 2.2.2 As soon as possible, but no later than twenty-four (24) hours after the authorization, an appropriate Vice President will be notified in writing of the rationale for authorizing the test.
 - 2.2.3 No random testing will be conducted.
3. Testing Procedures
 - 3.1 The person authorizing the testing is responsible for notifying a designated facility in advance.
 - 3.2 The employee will be accompanied to a designated testing facility at the time of the authorized test by a campus police officer and/or an employee designated by the person who authorized the test.
 - 3.3 The College will pay all costs of the testing.
 - 3.4 Test results will be sent to the Director of Personnel who will forward the information to the appropriate Vice President.

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- 3.5 An employee with positive test results will be given an opportunity to disclose whether prescription or over-the-counter drugs or other possibilities might have caused the positive results.
- 3.6 The employee may file a grievance.
4. **Disciplinary Action**
 - 4.1 All available solutions, including counseling, treatment, and termination, will be considered in determining appropriate disciplinary action.
 - 4.2 An employee who refuses to submit to testing will be subject to disciplinary action up to and including termination.
5. **Rehabilitation**
 - 5.1 An employee who voluntarily comes forward to disclose a drug or alcohol problem prior to being required to be tested may be permitted to remain employed if the employee enters a formal treatment program.
 - 5.2 An employee in a formal treatment program who leaves treatment prior to completion of the program will be subject to disciplinary action up to and including termination.
 - 5.3 An employee who completes a formal treatment program must submit proof of successful completion to the Director of Personnel.
 - 5.4 Upon successful completion of the formal treatment program, the employee will enter into a work agreement that includes provisions for future monitoring for drug and/or alcohol abuse. An employee who violates this agreement will be subject to disciplinary action up to and including termination.