



## Features

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This issue continues our mandatory training with in-depth coverage of the Drug and Alcohol Policy, PS 1.11.04, which was revised January 3, 2006. You can find this policy on our website at:

[http://www.lsus.edu/facultystaff/policieshb/pdf\\_files/1.11.04.pdf](http://www.lsus.edu/facultystaff/policieshb/pdf_files/1.11.04.pdf)

An effective Drug and Alcohol Policy is crucial to providing a safe working environment for all employees.

## What is the Office of Risk Management

ORM is the Property and Casualty and Worker's Compensation Insurance for all state departments, agencies, boards and commissions. This includes coverage for employee bonds, crime, automobile liability and physical damage, comprehensive general liability, personal injury liability, boiler and machinery, medical malpractice, road hazards and miscellaneous tort coverage for those claims otherwise not covered. In order to be fully covered, we must comply with the ORM Safety and Risk Management programs and policies.

In conjunction with requirements by our state safety carrier, the Office of Risk Management, safety meetings will be held twice each semester. Attendance is mandatory for all full time faculty, staff, adjuncts and student workers. Attendance will be measured by written acknowledgement, through paper format, email, or web-based.

Each college and department has appointed a Safety Representative to administer safety meeting information and to take safety suggestions.

*Reminder: Safety Meetings are to be held twice per semester*

**The Drug and Alcohol Policy Acknowledgments are due to your Safety Rep by February 28th**

**Next Safety Meeting: April 2006**

The most recent study estimated the total economic cost of alcohol and drug abuse to be \$245.7 billion for 1992

source:  
[www.drugabuse.gov](http://www.drugabuse.gov)

### Campus Safety Representatives

College of Business	John A. Vassar
College of Science	Wayne Gustavson
College of Education and Human Development	Timothy P. Winter
College of Liberal Arts	Stacey Martino
Continuing Education	Tisha Taylor
Student Affairs	Joseph Pearson
Academic Affairs and Chancellor's Office	Betty Taylor
Business Affairs	Larry Laborde
Development	Dolly Salter

# *Drug and Alcohol Policy*

## *Policies and Procedures PS. 1.11.04*



The Drug Free Workplace and Drug Testing Policy has been revised effective January 3, 2006. This policy is specifically directed at illegal actions involving alcohol and controlled drugs, pursuant to the provisions of the Federal Drug-Free Workplace Act of 1988 and to ensure compliance with the Drug-Free Schools and Campuses Regulations established by the U.S. Secretary of Education. Other University policies govern the legal use of alcoholic beverages in its facilities and on its premises.

### *The Policy*

It shall be the policy of Louisiana State University in Shreveport to maintain a drug-free workplace and a workforce free of substance abuse. Employees are prohibited from reporting for work or performing work for Louisiana State University in Shreveport with the presence in their bodies of illegal drugs, alcohol above the prohibited concentration level, controlled substances, or designer (synthetic) drugs at or above the initial testing levels and confirmatory testing levels as established in the contract between the state of Louisiana and the official provider of drug testing services. Employees are further prohibited from the illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances, designer (synthetic) drugs, and illegal drugs at the work site and while on official state business, on duty or on call for duty.

A blood alcohol concentration level (or its equivalent with other testing methodology) of 0.04 or greater is considered to be above the prohibited alcohol concentration level.

To assure maintenance of a drug-free workforce, it shall be the policy of LSU in Shreveport to implement a program of drug testing, in accordance with Executive Order No. KBB 05-08, R.S. 49:1001, et seq., and all other applicable federal and state laws.

### *Searches and Inspections*

In furtherance of this policy, employees are hereby notified that University offices and work sites are the property of the University and there is no expectation of privacy with regard to University offices and work sites. Under appropriate circumstances and in accordance with the law, the University, in conjunction with enforcement authorities, reserves the right to conduct unannounced searches and inspection of LSU facilities and properties, including vehicles.

### *Policy Training*

In order to comply with the Office of Risk Management requirements, training on this policy will be done through the safety newsletter. New University employees will receive this training during New Hire Orientation.

The Effects of Crystal Meth



## Drug Testing

LSU in Shreveport may require drug and/or alcohol testing under the following conditions.

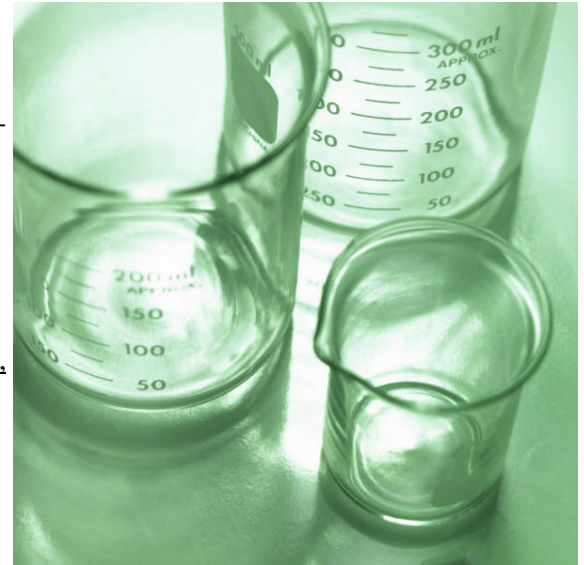
1. **Reasonable Suspicion/For Cause.** Any individual may be tested who is suspected of being under the influence of alcohol and/or drugs where the suspicion is based on, but not limited to, any of the following:
  - a. Observable behavior or physical symptoms
  - b. A pattern of abnormal or erratic behavior
  - c. Arrest or conviction of a drug-related offense
  - d. Being identified as the subject of a criminal investigation regarding drugs
  - e. Reliable information from independent source
  - f. Evidence of drug tampering or misappropriation
  - g. Failing breathalyzer test administered by Campus Police

Reasonable suspicion that a substance abuse problem exists includes, but it not limited to:

- a. the appearance of impairment or intoxication on the job
- b. unusual or aberrant behavior
- c. the existence of collaborative documentation
- d. patterns of absenteeism or tardiness

LSU in Shreveport is will periodically train all supervisors of safety-sensitive or security-sensitive positions to recognize the conditions that would require reasonable suspicion/for cause drug testing.

2. **Post-accident.** Each employee involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug and/or alcohol test if the accident (a) involves circumstances leading to a reasonable suspicion of the employee's drug use, or (b) results in a fatality, or (c) results in or causes the release of hazardous waste as defined in R.,S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5).
3. **Rehabilitation Monitoring.** Any employee who is participating in a substance abuse after-treatment program or who has a rehabilitation agreement with the agency following an incident involving substance abuse shall be required to submit to random drug testing.
4. **Pre-employment.** Each prospective employee applying for positions which were designated on the attached list may be required to submit to drug screening at the time and place designated by the Risk Management Officer following a job offer contingent upon a negative drug-testing result. Pursuant to R.S. 49:1008, a prospective employee who tests positive for the presence of drugs in the initial screening shall be eliminated from consideration for employment.
5. **Safety-Sensitive and Security-Sensitive Positions – Appointments and Promotions.** Each employee who is offered a safety-sensitive or security-sensitive position (as defined in this policy) shall be required to pass a drug test before being placed in such position, whether through appointment or promotion.
6. **Safety-Sensitive and Security-Sensitive Position – Random Testing.** Every employee in a safety-sensitive or security-sensitive position shall be required to submit to drug testing as required by the Risk Management Officer, who shall periodically call for a sample of such employees, selected at random, and require them to report for testing. All such testing shall, if practicable, occur during the selected employee's work schedule.



## *Disciplinary Actions for Drug Policy Violations*

All disciplinary measures against tenured employees/faculty members or against those employed for a specific term will be carried out in accordance with rules governing those situations. After a review of all data, including any defenses or additional test results produced by the employee, appropriate action will be taken, which may include the following:

- A. Refusal or failure to submit to a test - Termination.
- B. Submission of an adulterated or substitute sample in the testing process-Termination.
- C. Buying, selling, dispensing, distributing or possession of an illegal or controlled dangerous substance or unauthorized alcohol while on duty or on LSU premises - Termination.
- D. Unjustifiable possession of drug-related paraphernalia on duty or on LSU premises - Suspension and/or termination.
- E. Unjustifiable possession of an excess quantity of legal (prescription) drugs -Suspension and/or termination.
- F. Positive test result for illegal or controlled dangerous substance – Suspension and/or termination.
- G. Alcohol level at or above the prohibited concentration level - Suspension and/or termination.

## *Drug and Alcohol Arrests and Convictions*

Any LSU in Shreveport employee convicted of a criminal drug or drug/alcohol related offense which occurs on or off duty must notify his/her immediate supervisor within the next work day or immediately upon the employee's return to the workplace. Upon final disposition of the criminal proceedings, LSU in Shreveport will review all evidence to determine whether disciplinary action, including termination, is warranted. In all cases involving an employee's arrest on a drug or drug-related offense which occurs on the job or on LSU in Shreveport premises, prompt investigation will be conducted and disciplinary action taken, if warranted.

Employees whose jobs require driving are required to notify their immediate supervisor if their driving privileges are suspended or revoked.

## *Someone in Your Workplace May Have an Alcohol or Other Drug Abuse Problem . . .*

The patterns listed below may be signs that a co-worker has a problem with alcohol or other drugs.

Do you see someone you know?

Change in Work Habits

Increased Absenteeism

Accidents On or Off the Job

Complaints from Students or Co-Workers

Decreased Productivity

Mood Swings

If you or someone you know has a problem with drugs or alcohol, call these hotlines for free, confidential help:

The Center for Substance Abuse Treatment's Hotline: 1-800-662-HELP

NarAnon (310) 547-5800

Toughlove 1-800-333-1069

Families Anonymous 1-800-736-9805

Parents Resource Institute for Drug-Free Education (PRIDE) (404) 577-4500

**EMPLOYEE ACKNOWLEDGEMENT OF PS 1.11.04**

My signature hereon indicates that I have read Louisiana State University in Shreveport's Policy on Illegal Drug Use and Alcohol Misuse and Drug Testing Policy (PS 1.11.04). I understand that compliance with this policy is a condition of my employment or continued employment and I agree to comply with all of the requirements of the policy.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

\_\_\_\_\_  
PID

\_\_\_\_\_  
LSUS REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

*Please return to your safety representative by March 31st, 2006*