



POLICY STATEMENT

NO. 6.02.03

COORDINATED BY: Office of Risk Management

EFFECTIVE: September 14, 1989

REVISED: January 03, 2006; September 05, 2015 (formerly 1.11.04 in the Office of the Chancellor); July 01, 2021

PUBLISHED ONLINE AT:

<https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

SUBJECT: DRUG-FREE WORKPLACE AND DRUG TESTING POLICY, DRUG-FREE SCHOOLS AND COMMUNITIES ACT, AND COMPLIANCE POLICY ON ILLEGAL DRUG USE AND ALCOHOL MISUSE

I. PURPOSE

The employees of the State of Louisiana are among the state's most valuable resources, and the physical and mental well-being of these employees is necessary for them to properly carry out their responsibilities. Substance abuse causes serious adverse consequences to users impacting their productivity, health and safety, dependents and coworkers, as well as the general public.

The State of Louisiana and Louisiana State University Shreveport have a long-standing commitment to working toward a drug-free workplace. In order to curb the use of illegal drugs or the misuse of alcohol by employees of the State of Louisiana, the Louisiana legislature enacted laws which provide for the creation and implementation of drug-testing programs for state employees. Further, the Governor of the State of Louisiana issued Executive Order 05-08 providing for the promulgation by executive agencies of written policies mandating drug testing of employees, appointees, prospective employees, and prospective appointees, pursuant to Louisiana Revised Statute 49:1001, et seq.

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.

II. DEFINITIONS

Drug-Free Workplace: a site for the performance of work done at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-Free Workplace Act of 1988.

Drug-Free Schools and Communities: LSUS has adopted and implemented a drug and alcohol prevention program as a condition of receiving financial assistance under any federal program.

Controlled Substance: a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act. Virtually every controlled substance from the most dangerous street drugs to prescription drugs are included in Section 202. Alcohol and tobacco products are not considered drugs within the meaning of “controlled substances”.

Conviction: a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal statutes.

Designer (Synthetic) Drugs: those chemical substances that made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

Employee: unclassified, classified, and student employees; student interns; and any other person having an employment relationship with the agency, regardless of the appointment type (e.g. full-time, part-time, temporary, etc.).

Illegal Drug: any drug which is not legally obtainable or which has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

Misuse of Alcohol: means any possession, consumption, or other use of an alcoholic beverage in violation of this policy.

Reasonable Suspicion: belief based upon reliable, objective, and articulable facts derived from direct observation of specific physical, behavioral, odorous presence, or performance indicators and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy.

Risk Management Officer: employee designated by the Chancellor to manage the campus risk management program; duties currently lie with the Director of Human Resource Management.

Safety and Security Sensitive: means positions for which there is a high likelihood of causing serious injury or harm to self, other employees, students, those served by the University, and the general public, as well as those positions for which the consequences of failure to perform duties in a safe and proper manner are likely to result in serious injury or harm and those positions which involve the custody of data which are of such a nature that it affects or may affect the security of the position or department or unit to which the position is assigned.

Under the Influence: for the purposes of this policy, alcohol, a drug, chemical substance, or the combination of a drug, chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment or physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion or a scientifically valid test.

III. APPLICABILITY

This policy shall apply to all employees of LSU Shreveport including appointees and all other persons having an employment relationship with this agency.

IV. POLICY

It shall be the policy of Louisiana State University 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 LSUS 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 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, as set forth below.

V. CONDITIONS REQUIRING DRUG AND/OR ALCOHOL TESTS

LSU 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 an independent source
- f. Evidence of drug tampering or misappropriation

g. Failing a breathalyzer test administered by Campus Police
Reasonable suspicion that a substance abuse problem exists includes, but is 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

LSUS 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. The campus Risk Management Officer (RMO) is responsible for coordination of all post-accident testing. The RMO will periodically monitor the post-accident testing program and make improvements as needed.

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 as safety-sensitive may be required to submit to drug screening at the time and place designated by the Campus Safety 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 Campus Safety 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.

VI. PROCEDURE

Drug testing pursuant to this policy shall be conducted for the presence of cannabinoids (marijuana metabolites), cocaine metabolites, opiate metabolites, phencyclidine, and amphetamines in accordance with the provisions of R.S. 49:1001, et seq. LSU Shreveport reserves the right to test its employees for the presence of any other illegal drug or controlled substance when there is reasonable suspicion to do so. Alcohol testing may be administered by breathalyzer or similar methodology or by blood analysis.

The Director of Human Resource Management shall be involved in any determination that one of the above-named conditions requiring drug testing exists. Upon such determination, the Campus Safety Officer shall notify the supervisor of the employee to be tested, who shall immediately notify the employee where and when to report for the testing. The employee's department will be charged the cost of the testing.

Testing services shall be performed by a provider chosen by the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws. At a minimum, the testing service shall assure the following:

- All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. The Risk Management Officer shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation. All direct observation shall be conducted by a same-gender collection site person.
- Chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.
- Testing shall be performed by a SAMSHA-certified laboratory.
- All positives reported by the laboratory must be confirmed by Gas Chromatography/Mass Spectrometry.

In certain situations, the University is required to report the activities prohibited by this policy to appropriate law enforcement authorities. In all cases, the University may report activities prohibited by this policy to appropriate law enforcement authorities if it appears that the activity is a violation of law.

VII. REPORTING

Executive Order KBB 05-08 requires that each agency submit to the Office of the Governor, through the Commissioner of Administration, a report on its written policy and progress of its drug-testing programs. This report shall be updated and submitted each year on November 01.

VIII. 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 Shreveport facilities and properties, including vehicles.

IX. ENFORCEMENT

Violation of the policy by employees is grounds for disciplinary action up to and including termination of employment. The University is bound to take all appropriate actions against violators, including referral for legal prosecution. In some cases of first violation of the policy for unlawful use, an employee may be given, at the discretion of the University, the option to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program in lieu of dismissal.

The University provides assistance to employees with drug-related problems through its Counseling Center. Those employees who voluntarily seek assistance from the Counseling Center are assured that professional standards of confidentiality will be maintained. Referral to appropriate community agencies is also available through the Counseling Center. Participation in such an assistance or rehabilitation program is at the expense of the employee. The option shall not be available for subsequent violations of the policy. University

support services and programs are designed to encourage employees to adopt and maintain a healthy lifestyle.

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:

- Refusal or failure to submit to a test: termination
- Submission of an adulterated or substitute sample in the testing process: termination
- Buying, selling, dispensing, distributing, or possession of an illegal or controlled dangerous substance or unauthorized alcohol while on duty or on LSUS premises: termination
- Unjustifiable possession of drug-related paraphernalia on duty or on LSUS premises: suspension and/or termination
- Unjustifiable possession of an excess quantity of legal (prescription) drugs: suspension and/or termination
- Positive test result for illegal or controlled dangerous substance: suspension and/or termination
- Alcohol level at or above the prohibited concentration level: suspension and/or termination

X. DRUG AND ALCOHOL ARRESTS/CONVICTIONS

Any LSU 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 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 LSUS premises, prompt investigation will be conducted and disciplinary action taken, if warranted.

The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervisor within five days of conviction of any criminal drug statutes when such offense occurred within the workplace, while on official

business, during work hours, or when in on-call duty status. Federal law requires that LSU Shreveport report within ten days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

Employees whose jobs require driving are required to notify their immediate supervisor if their driving privileges are suspended or revoked. DUI convictions create a distinct problem in the workplace as a result of the driver's license forfeiture provisions of Louisiana R.S. 32:414 and Louisiana R.S. 32:661, et seq. Employees who operate departmental vehicles on a regular and recurring basis may be forced to utilize accrued annual or compensatory leave or be placed in leave without pay status during any period of suspension. Supervisors will attempt to accommodate those employees serving suspensions of reasonable duration, including temporary reassignment of duty and/or possible placement into another classification that does not require a valid driver's license, provided that such a bonafide vacancy exists. However, employees should realize the circumstances may justify termination if no reasonable, accommodating measures exist or if the driver's license suspension extends beyond a reasonable period of time, as is the case with a second or subsequent submission/refusal to breathe alcohol testing. Affected employees are encouraged to seek restricted/hardship licenses which authorize driving for employment purposes. Employees returning to work after any such suspension shall be required to provide proof of restoration of driving privileges.

XI. DRUG-FREE AWARENESS PROGRAM

LSU Shreveport shall inform employees of the dangers of drug and alcohol abuse in the workplace, of the existence of this policy statement and its penalties for violations and/or available drug and alcohol counseling, rehabilitation, and assistance through the following activities:

- Publication, at least annually;
- Inclusion of an abbreviated statement of the policy in the employee handbook;
- Dissemination of the policy and of information at employee orientation and assistance programs regarding the dangers of drug and alcohol use and abuse and available rehabilitation programs; and
- Dissemination of information to supervisors concerning their responsibilities relative to the provisions of this policy.

XII. NOTIFICATIONS AND DISTRIBUTION OF THE POLICY

All full-time persons employed by LSU Shreveport will be provided with access to this policy via our University website: www.lsus.edu.

As a condition of employment, all employees are required:

1. To abide by this policy, and
2. To notify their supervisors of any criminal drug or alcohol statute conviction for a violation occurring in the University workplace within five days after such conviction.

A supervisor who receives such a notice from an employee shall forward the notice through proper administrative channels to the appropriate Vice Chancellor. Within 30 days of receiving notice, LSU Shreveport will implement personnel action as indicated in the "Enforcement" section of this policy.

In cases in which a LSUS employee is supported by a federal grant or contract, the appropriate Vice Chancellor, upon receiving notice of conviction covered by this policy, shall notify the Chancellor's Office, who will notify the granting agency of the conviction.

XIII. CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and/or test results received by LSU Shreveport through its drug-testing program are confidential communications, pursuant to R.S. 49:1012, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug use by the tested individual is relevant.

XIV. RESPONSIBILITY

The Chancellor is responsible for the overall compliance with this policy and shall submit to the Office of the Governor, through the Commissioner of Administration, a report on this policy and drug-testing program, describing progress, the number of employees affected, the categories of testing being conducted, the associated costs of testing, and the effectiveness of the program by November 01 of each year.

The Campus Safety Officer is responsible for administering the drug-testing program: determining when drug testing is appropriate; receiving, acting on, and holding confidential all information received from the testing services provider and from the medical review officer; and collecting appropriate information necessary to agency defense in the event of legal challenge.

All supervisory personnel are responsible for assuring that each employee under their supervision receives a copy of this policy, signs a receipt form, and understands or is given the opportunity to understand and have questions answered about its contents.

XV. ATTACHMENTS

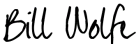
The “Applicable Legal Sanctions,” “Drug and Alcohol Use Health Risks,” and “Drug and Alcohol Counseling, Treatment, and Rehabilitation Program” attached to this policy are a part of the policy but may be revised from time to time without affecting the policy itself.

XVI. CONCLUSION


The use of illegal drugs and abuse of alcohol or other controlled substance, on- or off-duty, is inconsistent with law-abiding behavior expected of the citizens of the State of Louisiana. LSU Shreveport will not tolerate substance abuse or use which imperils the health and well-being of its employees and the public, or threatens its service to the public. LSU Shreveport’s intention, through this policy, is to adhere to the Federal Drug-Free Workplace Act of 1988, 34 C.F.R. Part 83, Subpart F, the Department of Transportation Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Part 40, and the State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policy, all in an effort to maintain a safe, healthful, and productive work environment for its employees and to promote public safety.

Revised: July 01, 2021

AUTHORIZED BY:


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William (Bill) Wolfe
Loss Prevention Coordinator

07/19/2021
Date Signed

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Barbie Cannon
Vice Chancellor for Business Affairs

07/20/2021
Date Signed

APPROVED BY:

DocuSigned by:

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Lawrence Clark
Chancellor

07/20/2021
Date Signed

SAFETY-SENSITIVE OR SECURITY-SENSITIVE POSITIONS

Operates Equipment on a Regular Basis

1. Director/Assistant Director of Physical Plant
2. Operating Engineer Leaders
3. Mobile Equipment Operator/Light
4. Maintenance Repairer
5. Custodian Supervisor
6. Custodians
7. Horticultural Assistant/Foreman
8. Electrician Specialist
9. Operating Engineer Foreman
10. Trades Apprentice

Authorized to Carry Firearms

1. Director, University Police
2. All police officers, regardless of rank

Attachment A

“Applicable Legal Sanctions”

March 10, 1992

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
(55 Federal Register 33589)

21 U.S.C. 844(a)

- (a) *First conviction*: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- (b) *After 1 prior drug conviction*: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special Sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) *First crack conviction* and the amount of crack possessed exceeds 5 grams.
- (b) *Second crack conviction* and the amount of crack possessed exceeds 3 grams.
- (c) *Third or subsequent crack conviction* and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 855 (a) (s) and 81 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

(See Special Sentencing provisions re: crack.)

21 U.S.C. 881 (1) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

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Page | 15**21 U.S.C. 853a**

Denial of federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Note: See Attachment A.1 for additional federal drug trafficking penalties and information.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Drug-Free Schools and Communities Act

Illegal drug and alcohol use, consumption, distribution, etc. on college and university campuses also are covered by the provisions of the United States Drug-Free Schools and Communities Act amendment of 1989 (Public law 101-226).

Legal Sanctions in Foreign Countries

Employees in a program in a foreign country conducted by LSUS alone or in conjunction with a foreign university also may be subject to sanctions under foreign law or under the Uniform Code of Military Justice. Although the legal sanctions described in this policy under United States law may not apply to employees in a foreign country, LSUS will nevertheless hold such employees to the same standards as employees within the United States and will take the disciplinary actions described in this policy for violations of these standards.

Legal Sanctions in Louisiana

Under Louisiana law, the possession, purchase, or consumption of alcoholic beverages by a person under 21 years of age is punishable by law. Also, under Louisiana law, there exists a Louisiana Sentencing Commission which, under LAC Title 22:IX, has established

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correction sentencing guidelines for the unlawful possession of controlled substances and the unlawful distribution of controlled substances. A copy of this book is available at the Noel Memorial Library, Documents Section, for review.

Attachment B

"Drug and Alcohol Use Health Risks"

April 09, 1997

General

Although there has been recent change in American health habits and societal attitudes toward recreational drug and alcohol use, problems continue to exist and experimentation is starting at an earlier age. An important piece of information to surface in recent years is that even moderate, nonprescribed use of alcohol and nonprescribed use of drugs can have an adverse effect on overall health and well-being. Consider the following facts:

1. Drinking more than one or two alcoholic beverages a week promotes more visible signs of aging;
2. Consuming one and one-half or more alcoholic beverages per day increases the risk of breast cancer;
3. Drinking alcoholic beverages poisons the heart muscle, counteracts the benefits of exercise, increases male impotence, and depresses the body's immune system;
4. Tobacco use is a contributing factor in the development of chronic bronchitis, emphysema, circulatory problems, and coronary disease, as well as being the leading cause of lung cancer;
5. Cocaine use is responsible for kidney damage, stroke, lung and heart diseases, seizures, and intense psychological problems;
6. Many forms of narcotics are highly addictive to users;
7. Marijuana use creates certain dysfunctions related to thinking, learning, and recall; aggravates asthma, bronchitis, and emphysema; contributes to fertility problems; and contributes to the development of lung cancer;
8. The nonprescribed use of tranquilizers, barbiturates, and amphetamines is dangerous and may cause major health problems, including death;
9. Extended drug and/or alcohol use may result in substance dependency and loss of control of an individual's life.

Source: Compiled from the following resources:

Drug Data: *What Everyone Needs to Know about Mood-altering Drugs*, Comp Care Publication, Minneapolis.

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You Are What You Drink, Allan Luks and Joseph Barbato, Villard Books, New York.
You Can Stop, Jacquelyn Rogers, Simon & Schuster, New York.

Attachment B.1

Alcohol – Effects

(55 Federal Register 33591)

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

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ATTACHMENT C

“Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs”
April 09, 1997

Employee Services

The Counseling Center at LSU Shreveport provides assistance to employees with drug-related problems. The Counseling Center is located in the Administration Building, Room 227, Telephone Number 797-5365. Those employees who voluntarily seek assistance from the Center are assured that professional standards of confidentiality will be maintained.

Such counseling, treatment, and rehabilitation services are too numerous to list here, but referral to appropriate community agencies is also available through the Counseling Center.

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**APPENDIX A to LSUS Policy Statement 6.02.03
EMPLOYEE ACKNOWLEDGMENT OF PS 6.02.03**

My signature hereon indicates that I have read Louisiana State University Shreveport's Policy on Illegal Drug Use and Alcohol Misuse and Drug Testing Policy (PS 6.02.03). 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 this policy.

Employee Signature

Date

Employee Printed Name

PID

LSUS Representative Signature

Date

**APPENDIX B to LSUS Policy Statement 6.02.03
AGREEMENT TO SUBMIT TO AN ALCOHOL OR DRUG TEST AND AUTHORIZATION FOR
THE RELEASE OF TEST RESULTS TO LSUS**

I have been requested to submit to an alcohol and/or drug test by a urine, body vapor, blood, breath and/or hair test, and/or medical assessment.

I have been informed and I understand that my agreement to submit to the requested alcohol and/or drug test is completely voluntary on my part and that I have the right to refuse to submit to the test(s). I am aware and have been told that my refusal to submit to the test(s) may be grounds for disciplinary action against me up to and including termination/expulsion.

I have also been informed and am aware that results of the alcohol and/or drug test are protected by confidentiality requirements for alcohol and drug patient records under federal laws and regulations. Therefore, I voluntarily agree to the below-stated release of the test results.

I, _____, authorize the Medical Review Officer who will receive the results of the alcohol and/or drug screen test or assessment made pursuant to this agreement to release to the Director of Human Resource Management or his/her designee the results of such test or assessment, for the purpose of determining appropriateness of my eligibility for or continued employment. I authorize the Director of Human Resource Management or his/her designee to release the results of any alcohol or drug screen test or medical assessment (as well as any and all medical and psychological reports and test results that may be contained in any file maintained by Louisiana State University Shreveport) to the following individuals and bodies: the appropriate state or federal agency including the State Civil Service Commission and its Referees, etc. as appropriate for the individual.

This consent is subject to revocation at any time except to the extent that the program which is to make the disclosure has already taken action in reliance on it. If not previously revoked, this consent will terminate upon conclusion of any proceedings, administrative, judicial, or internal, as to which the test results are sought to be used. I also understand that withdrawal of this permission prior to, or at any time after, the

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release of any of the above information to the above-named individuals or bodies constitute grounds for termination of my employment.

Employee Signature

Date

Employee Printed Name

PID

LSUS Representative Signature

Date

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NOTE: FOR PATIENT RECORDS APPLICABLE UNDER FEDERAL LAW 42 C.F.R. PART 2 (ALCOHOL AND DRUG RECORDS) This information has been disclosed to you from records protected by federal confidentiality rules (42 C.F.R. part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R. part 2. A general authorization for the release of medical and other information is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

APPROVED:

Barbie Cannon
Vice Chancellor for Business Affairs

Date Signed

Lawrence Clark
Chancellor

Date Signed