



University of Louisiana at Monroe

**DRUG FREE WORKPLACE
POLICY**

Louisiana State Directives

- The State of Louisiana will vigorously comply with the requirements of the [Federal Drug-Free Workplace Act of 1988](#).
- The State of Louisiana does not tolerate any substance abuse or use which imperils the health and well-being of employees or threatens services to the public.
- Violations of this policy is considered conduct detrimental to State service and may result in disciplinary action up to termination and/or directive to participate in a rehabilitation program.

Purpose of the Policy

- The University has a Drug-Free Workplace Policy which applies to all employees regardless of their employment status.
- The policy was implemented:
 - to protect the health and safety of all employees, students, customers, and the public.
 - to safeguard against theft and destruction of property.
 - to maintain product quality, integrity and reputation.
 - to comply with the Drug-Free Workplace Act of 1988.

Drug-Free Workplace

- A Drug-Free Workplace is a site for the performance of work where employees are prohibited from engaging in the unlawful manufacturing, distribution, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988.

(includes on-campus as well as traveling on University business)

Employee's Responsibility

- Refrain from reporting to or performing work while under the influence of or impaired by drugs or alcohol.
- Refrain from illegal use, possession, distribution, manufacturing or sale of controlled substances.
- Report any drug-related criminal activity within 5 days of conviction.

Employee Performance Problems

Examples of common performance issues that may be indicators of an underlying problem are:

- Increased absenteeism
- Higher accident rates
- Rise in theft
- Lower productivity
- Poor concentration
- Carelessness
- Errors in judgment
- Disregard for safety
- Inconsistent work quality
- Needless risk-taking
- Extended lunch periods
- Early departures
- Unexplained disappearances



Drug-Free Workplace Policy

Faculty and staff are the key to maintaining a Drug-Free Workplace. By adhering to the Drug-Free Workplace Policy we can ensure the safety of employees, students and visitors on our campus.

For questions regarding this policy contact the Human Resources Department, Administration Building 1-106, ext. 5140.

Reasonable Suspicion: Employee Substance Abuse

University Responsibility:

- Maintain a safe, secure, and productive environment
- Evaluate and discuss performance with employees
- Ensure staff and faculty meet established performance standards
- Protect the employee's privacy

Employee Drug Testing Under Reasonable Suspicion

- The University has the authority to conduct drug tests on employees where there is a **reasonable suspicion** that illegal drug use or alcohol abuse is present while an employee is conducting University business.
 - Must be a good faith belief that there may be a violation of ULM's policy and that testing may provide evidence of that violation
 - Must be confirmed by two supervisors
 - Must provide a written recommendation to the Human Resources Department to test and a description of the behavior and/or circumstances observed

Protecting Confidentiality

- Situations involving reasonable suspicion will not be made public.
- Conversations with an Employee Assistance Program professional/referral agent are private and will be protected.
- Documentation of addiction or mental illness is not public record and cannot be shared without a signed release from the employee.

(Exceptions to confidentiality may be applied to University employees within particular medical fields due to licensing/board regulations.)

Examples of Enabling

- **Covering Up** - providing alibis, making excuses or doing an impaired worker's assignments and tasks rather than confronting the issue of not meeting responsibilities.
- **Rationalizing** - developing reasons why the person's continued substance abuse or behavior is understandable or acceptable.
- **Withdrawing/Avoiding** - avoiding contact with the person and ignoring the problem.
- **Threatening** - saying that you will take action if the person doesn't control their use, but not following through when they repeatedly use.

Employee's Defense

Supervisors should be aware that an employee may consciously or unconsciously use a variety of "traps" or "defenses" to protect themselves when being confronted.

- **Sympathy**
- **Excuses**
- **Apology**
- **Diversions**
- **Innocence**
- **Anger**
- **Pity**
- **Tears**

Steps for Supervision

- Emphasize that you are only concerned with work performance or conduct
- Provide documentation of performance when speaking with the employee
- Remember that problems may get worse without assistance
- Call Human Resources Department to discuss the EAP options

Steps for Supervision (continued)

- **DON'T** try to diagnose the problem.
- **DON'T** moralize. Limit comments to job performance and conduct issues only.
- **DON'T** discuss alcohol and drug use.
- **DON'T** be misled by sympathy-evoking tactics.
- **DON'T** cover up.
- **DON'T** make threats that you don't intend to carry out.

Supervisor's Responsibility

- Continue feedback of employee's behavior and performance
- Encourage follow-through with continuing care and support groups
- Provide accurate performance appraisals and fair treatment
- Allow time to adjust to doing things differently
- Maintain respect for privacy
- Provide open lines of communication
- Correct actions if past behaviors reappear

Conclusion

Questions regarding the University's Drug-Free Workplace Policy, Reasonable Suspicion, employee actions, or disciplinary actions should be referred to the Department of Human Resources.

Safety issues should be referred to the Environmental Health & Safety Office.

