

Augusta University

Policy Library

Substance Abuse Policy

Policy Owner: University HR Services

POLICY STATEMENT

Persons who are impaired by substance abuse endanger patients, themselves, and their fellow workers. By prohibiting substance abuse, and by establishing a program to determine whether employees are engaged in substance abuse, this policy seeks to prevent its risks and ill effects. This policy replaces all existing policies concerning substance abuse and drug testing of employees.

The purpose of this policy is to set forth the guidelines under which an employee can be tested for substance abuse.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

1. Substance abuse shall mean:
 - A. The use or possession of any drug in a manner prohibited by law; and
 - B. The use of alcohol or any legal drug or other substance in such a way that the user's performance of his/her official job duties is impaired.
2. Impaired shall mean that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability).
3. A positive drug test shall mean any drug test whose results indicate that the employee has committed substance abuse, according to the current National Institute of Drug Abuse (NIDA) standards and the definitions in this policy. No test results shall be reported as positive without a gas chromatography / mass spectrometry analysis.
4. A negative drug test shall mean any drug test whose results do not indicate a positive drug test.
5. Reasonable cause shall mean that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable cause include, but are not limited to:
 - A. the odor of alcohol or drugs;
 - B. impaired behavior such as slurred speech and decreased motor coordination;
 - C. marked changes in personality or job performance; or
 - D. unexplained accidents.

Office of Compliance and Enterprise Risk Management Use Only

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6. Covered employees shall mean all employees.
7. Employees in high risk positions shall mean those employees holding the positions listed in Alphabetical List of Drug Tested Positions "Attachment A". Regardless of whether specified in "Attachment A", high risk positions shall also include all faculty and staff of Augusta University who provide care to patients, all Public Safety officers, all employees working with children under the age of thirteen (13), all employees working with toxic or hazardous chemicals or equipment and all employees who are authorized to operate Augusta University vehicles pursuant to Vehicle Operator Policy. "Attachment A" of this policy may be amended by the Vice President of Human Resources (or designee).

PROCESS & PROCEDURES

Work Rules

1. Substance abuse is prohibited. Any employee who engages in substance abuse at work or on campus may be discharged. Employees who engage in substance abuse off campus and not during working hours may be discharged if their substance abuse does affect, or is likely to affect, their ability to perform their official duties.
2. Employees who refuse to participate in a drug test required under this policy may be discharged.
3. In no event should employees perform their official duties while they are impaired.
4. If an employee is convicted (or given first offender treatment, or pleads nolo contendere) in any court for a crime which constitutes substance abuse, they must report this to their supervisor. Employees who fail to do so may be discharged.

Drug Testing Procedures

1. The drug tests required by this policy shall be performed in accordance with the current procedures of either the Clinical Pathology Laboratory of the Medical Center (for faculty and staff at the Augusta campuses), or the laboratory with which the State has contracted to perform drug testing (for employees at other sites). These procedures shall ensure that the sample identified to an employee actually contains materials from that employee, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.
2. The tests shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Director of the Clinical Pathology Laboratory or the State contract laboratory. If the drug test is being performed pursuant to reasonable cause to believe that a covered employee is abusing a particular drug or substance, then the test shall also screen for that particular drug or substance.
3. The results of a classified employee's drug test shall be communicated by the laboratory to the Vice President of Human Resources (or designee), who shall notify the employee and the employee's supervisor of any positive drug test. The results of a faculty member's drug test shall be communicated by the laboratory to the Executive Vice President/Provost, who shall communicate the results to the faculty member and their Department Chair and Dean.

4. The laboratory may bill the budget unit of the applicant or employee for the tests performed pursuant to this policy.

Pre-employment Drug Testing

1. All employees obtaining high risk positions shall undergo a drug screening test prior to beginning work as an employee with Augusta University.
2. The Vice President of Human Resources (or designee) shall be responsible for ensuring that all applicants for positions listed in "Attachment A" provide a sample for drug testing before they report for duty, or within ten days of reporting.
3. Any applicant or employee obtaining a high risk position who fails to provide a sample for pre-employment drug testing shall be discharged, or not hired. Any applicant or employee obtaining a high risk position with a positive pre-employment drug test will be discharged, or not hired. Such persons shall not be eligible for employment by the State of Georgia for two years.

For Cause Testing

1. All covered employees shall undergo a screening test when reasonable cause exists to believe that they have committed substance abuse.
2. If any employee has reason to believe that a covered employee is engaged in substance abuse in violation of this policy, they should report this fact to the supervisor of the suspected abusing employee.
3. If a supervisor has reasonable cause to believe that a covered employee under their supervision is engaging in substance abuse in violation of this policy, then they should seek permission to require a test. To document this process "Attachment B" should be completed. The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations and either the Vice President of Human Resources (or designee) or the Legal Office.
4. Authorization for a test for cause must be obtained from both:
 1. The Vice President of Human Resources (or designee) or the Legal Office; and, one of the following, as appropriate:
 2. The Chief Medical Officer or higher authority, for Covered Employees assigned to the Medical Center or Children's Hospital of Georgia; or,
 3. The Department Head or higher authority, for all other covered employees at the Augusta campuses of Augusta University; or,
 4. The highest-ranking Augusta University administrator at any other location.
5. If authorization for a test for cause is given, then the employee shall be directed to provide a sample for testing immediately. The Human Resources Division and the employee's supervisor shall coordinate with the laboratory to arrange the test. Pending the results of such a test, covered employees shall be placed on paid administrative leave, and they shall be removed from duty. Supervisors should advise impaired employees that they should not drive. It is the responsibility of the impaired employee to arrange for their own safe transportation.
6. Covered employees with a positive for cause test may be discharged.

7. Where any doubt exists, an employee may volunteer to be tested. In such a circumstance, the employee will be required to complete the Voluntary Authorization form "Attachment C".

Random Drug Testing

1. The State of Georgia requires all state entities to conduct random testing of employees that (1) are regulated by the US department of Transportation and its operating authorities, (2) require Peace Officer Standards and Training (P.O.S.T.) certification, or (3) perform duties considered to be high risk. The number of such employees to be tested and the scheduling of such testing shall be determined by the Vice President of Human Resources (or designee) in accordance with applicable laws and regulations.
2. All covered employees who are Public Safety Officers or who hold Commercial Drivers Licenses for their official duties shall be subject to random drug testing.
3. Once a month, the Human Resources Division shall randomly pick no fewer than five Public Safety Officers and/or holders of Commercial Drivers Licenses for drug testing. Human Resources shall provide a list of the chosen employees to the Director of Public Safety (or the Director's designee), who shall ensure that the chosen employees and their supervisors are notified and that the employees submit to the drug test as directed. In no event shall the employees to be tested receive notice of the test earlier than the day or shift during which they are to be tested.

Counseling and Rehabilitation

1. It is recognized and accepted that early treatment is the key to rehabilitation for substance abusers. Employees are encouraged to voluntarily request counseling or rehabilitation before their substance abuse leads to disciplinary or work related problems. If, prior to an arrest for substance abuse, an employee notifies their immediate supervisor that they illegally use a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program, such employee shall be retained for up to one year as long as the employee successfully follows the treatment program. If the employee fails to successfully follow the program, they must be discharged. No statement made by an employee to their supervisor in complying with this program shall be admissible against the employee in any proceeding. The rights granted in this section shall be available to an employee only once during a five year period, and shall not apply to an employee who has been asked to provide a sample for cause, or an employee who has refused a drug test, or tested positive for controlled substance, marijuana, or a dangerous drug.

Appeals

Employees who are disciplined for substance abuse may appeal the discipline under the relevant classified employee or faculty policies.

Alphabetical Index of Drug Testing Positions

All Clinical Faculty	Nurse Educator
All Nursing Positions	Nurse Epidemiologist
All Residents	Nurse Mgr
Activities Therapist	Nurse Practitioner
Anesthesia Assistant	Nursing (House) Sup
Anesthesia Technician I	Nursing Assistant
Anesthesia Technician II	Nutrition Support Nurse
Asst Dialysis Tech Specialist	Nutritional Support Dietitian
Asst Dialysis Technician	Obstetrics Technician
Asst Dir Physical Therapy	Occupational Therapist I
Asst Dir of Food/Nutrition Svcs	Occupational Therapist II
Asst Dir of Nursing	Occupational Therapy Asst I
Asst Dir of Nursing-Nurs Home	Occupational Therapy Asst II
Asst Dir of Occupational Therp	Occupational Therapy Technician
Asst Dir of Pharmacy	Operating Room Assistant
Asst Environmental Svc Supv	Ophthalmic Asst
Asst Nurse Epidemiologist	Ophthalmic Technician
Asst Nurse Mgr	Orthopedic Technician
Asst Safety Officer	Patient Care Aide
Cardiovascular Technician	Patient Care Asst
Chief Cytotechnologist	Ped Cardiopulmonary Lab Coord
Chief Dosimetrist	Perfusionist
Chief Electrocardiograph Tech	Pest Control Specialist
Chief Electromyography Tech	Pharmacist I
Chief Gastroenterology Tech	Pharmacist II
Chief Medical Sonographer	Pharmacist PRN
Chief Perfusionist	Pharmacy Technician
Chief Pulmonary Function Tech	Pharmacy Technician Supervisor
Chief Technologist	Physical Therapist I
Chief of Police	Physical Therapist II
Chief of Public Safety	Physical Therapy Asst I
Child Care Asst	Physical Therapy Asst II
Child Care Center Dir	Physical Therapy Technician
Child Care Program Coord	Physician Asst I
Child Life Specialist	Physician Asst II
Clinical Nurse Specialist	Physician Asst III
Communication/Svcs Officer	Police Captain
Cook I	Police Lieutenant
Cook II	Police Officer
Coord of Childhood Obesity Ctr	Police Sergeant
Coord of Outreach Diabetes Ed	Police Trainee
Critical Care Specialist	Postdoctoral Fellows*

Cytotechnologist	Pulmonary Function Technologist
Dental Asst I	Radiation Therapist I
Dental Asst II	Radiation Therapist II
Dental Asst III	Radiation Therapist III
Dental Asst Supervisor	Radiation Therapy Clinical Sup
Dental Hygienist	Radiation Therapy Engineer
Dialysis Tech Specialist	Radiation Therapy Physicist
Dialysis Technician I	Rad Therapy Quality Mgt Coord
Dialysis Technician II	Radiographer
Dialysis Technician III	Radiologic Technician
Dietetic Technician	Registered Med lab Technician
Dietitian	Research Aides*
Dietitian Asst	Research Associates*
Dir of Food/Nutrition Svcs	Research Managers*
Dir of Hospital Environmental Svcs	Research Pharmacist
Dir of Hospital Epidemiology	Respiratory Therapist
Dir of Nursing	Respiratory Therapy Asst
Dir of Nursing-Nursing Home	Respiratory Therapy Coord
Dir of Occupational Therapy-NH	Respiratory Therapy Technician
Dir of Pharmacy	Restorative Technician
Dir of Physical Therapy-NH	Safety Mgr
Dir of Public Safety	Safety Officer
Dir of Rehab Svcs	Section Supervisor
Dir of Respiratory Care	Sr Anesthesia Asst
Dosimetrist	Sr Cardiovascular Technician
EEG/Evoked Potential Lab Sup	Sr Community Health Nurse
Echocardiograph Technician	Sr Cytogenetics Technologist
Electrocardiograph Technician I	Sr Cytotechnologist
Electrocardiograph Technician II	Sr Dietitian
Electroencephalograph Technician	Sr Dosimetrist
Electroencephalograph Tech Train	Sr Electroencephalograph Tech
Electromyography Technician	Sr Electromyography Technician
Electromyography Tech Trainee	Sr Licensed Practical Nurse
Emergency Medical Technician	Sr Med Sonographer
Environmental Svcs Dispatcher	Sr Nuclear Medicine Technologist
Environmental Svcs Shift Sup	Sr Occupational Therapist
Flow Cytometer Specialist	Sr Occupational Therapy Asst I
Food & Nut Warehouse Coord	Sr Occupational Therapy Asst II
Food & Nut Warehouse Sup	Sr Patient Care Asst I
Food Production Sup	Sr Patient Care Asst II
Food Svc Wkr I	Sr Pharmacy Technician
Food Svc Wkr II	Sr Physical Therapist

Gastroenterology Technician	Sr Physical Therapy Asst I
Head Anesthesia Technician	Sr Physical Therapy Asst II
Hemapheresis Technician	Sr Pulmonary Function Technologist
Histocompatibility Technologist I	Sr Radiographer
Histocompatibility Technologist II	Sr Radiologic Technician
Histocompatibility Testing Sup	Sr Speech Pathologist
Histology Technician I	Sr Staff Nurse I
Histology Technician II	Sr Staff Nurse II
Histology Technician III	Sr Staff Nurse III
Histology Technologist	Sr Surgical Technologist
Hospital Environmental Svcs Tech	Sr Transportation Officer
Lab Assistants*	Sr Unit Clerk
Lead Anesthesia Technician	Special Imaging Technologist
Lead Cardiovascular Technician	Speech Pathologist I
Lead Radiographer	Speech Pathologist II
Lead Respiratory Therapist	Speech pathology Fellow
Lead Teacher	Staff Nurse
Lead Urologic Technician	Staff Nurse PRN
Licensed Practical Nurse (PRN)	Storekeeper
Licensed Practice Nurse I	Sup Cytogenetics Lab
Licensed Practical Nurse II	Sup Physical Therapy
Mgr of Audiology & Speech Path	Sup Medical Technologist
Mgr of Occupational Therapy	Surgery Pathology Lab Sup
Mgr of Physical Therapy	Surgical Asst
Maternal/Infant Care Clnc NurseEd	Surgical Technologist
Maternal/Infant Care Prgrm Coord	Surgical Transplant Technician
Med Lab Technician I	Tech Dir Echocardiograph Lab
Med lab Technician II	Transportation Mgr
Med Lab Technician III	Transportation Officer
Med Sonographer	Transporter
Med Technologist	Unit Clerk
Neonatal Specialist	Urologic Technician
Neonatal Specialized Svcs Mgr	
Nuclear Medicine Technologist	
Nurse Anesthetist	
Nurse Anesthetist PRN	
Nurse Clinician	
*Designated positions when work is in a patient care or laboratory setting or a work environment includes toxic or hazardous chemicals or equipment.	

FORMS AND RELATED DOCUMENTS

- Alphabetical Index of Drug Testing Positions
- For Cause Testing Authorization Form
- Voluntary Authorization Form

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: Not Approved Yet