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PM-33
11/02/98

MEMORANDUM TO: Chancellors Bonaparte, Cavanaugh, Jenkins, Costonis, Marsala, Nunez, O'Brien, Richardson, Trail, and Executive Director Bray

SUBJECT: Drug-Free Workplace and Drug Testing Policy

The physical and mental well-being of the University's employees is essential to its educational, research, and service missions. Substance abuse causes serious adverse consequences to the individual as well as to fellow employees, students, and the public. The Louisiana State University System is, consequently, committed to a drug-free workplace. The illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, or engaged in University business.

Louisiana Revised Statutes 49:1001, *et seq.*, require drug testing of certain public employees as a condition of hiring, random testing of certain other employees, and specifies that all such testing be conducted pursuant to a written policy. This memorandum specifies the minimum required drug testing policy for each campus of the LSU System. Individual campus policies may be more extensive than this policy based on individual educational and operational necessities.

I. **Required Drug Testing/Screening**

Samples to test for the presence of drugs *shall* be required in the following circumstances:

- A. **Pre-Employment.** As a condition of hiring for prospective University employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle.
- B. **Random Testing.** On a random basis for those employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle.

II. **Permitted Drug Testing/Screening**

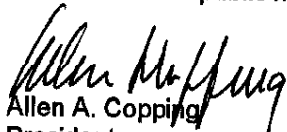
Situations in which samples to test for the presence of drugs *may* be required include, but are not limited to, the following:

- A. **Reasonable Suspicion.** A belief based on reliable information from independent sources or reliable, objective, and articulable facts derived from direct observation of odorous presence, specific physical, behavioral, 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.
- B. **Post Accident/Incident.** Following an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property were damaged, or unusually careless acts were performed.

- C. Rehabilitation Monitoring. Employees participating in substance abuse after-treatment program or pursuant to terms of a rehabilitation agreement.
- D. Safety-Sensitive and Security Sensitive Positions. Those positions deemed safety and security sensitive within the campus, such as positions requiring firearms, access to controlled substances, handling hazardous materials, operating heavy equipment or machinery, or otherwise having opportunity to cause substantial harm to persons or property, etc.

III. Confidentiality

All tests/screening under this policy shall be done in strict confidence. Information obtained from tests/screening will be provided only on a need-to-know basis. Medical information obtained will be protected as confidential unless otherwise required by law or overriding public health concerns.


Allen A. Copping
President

xc: System Administrators