



Provo City School District Policy Series 5000: Personnel

5200 F1

Reasonable Suspicion of a drug-free workplace violation checklist

- Identify problem and observe.
 - Anonymous tip? Don't act on anonymous tips automatically. Try to substantiate the allegations via observations and other witnesses.
 - Smell of alcoholic beverage? Use this as a clue to seek additional symptoms. Talk to the employee to see if there are other signs of use (e.g., slurred words, incoherent talking, bloodshot eyes, stumbling, clumsiness, etc.)
- Document your findings as soon as possible. (See 5200 F2)
- Confirm your findings with HR
- Contact Human Resources
- Discuss findings with employee
 - Meet employee in private with another supervisor.
 - Tell employee what was observed and felt to be abnormal.
 - Ask employee, why he/she appears abnormal.
 - If you determine the condition appears to be medically related, call 911 immediately (discourage the person from leaving and call 911 if you believe they pose a danger).
 - Tell employee, supervisors are required to act when there is reasonable suspicion to believe the district's drug &/or alcohol policies have been violated.
 - Inform employee that district policy requires testing.
 - Disclosure of prescription medication or disability does not preclude a test (request a special panel test)
 - Inform employee of the consequences of a non-negative or refusal to test. (Non-negative is reviewed by the MRO for use consistent with a prescription, Refusal to test or leaving before the test is performed is treated the same as a positive test.)
 - If an employee requests accommodation for the testing process, immediately contact the Deputy Superintendent.
 - Maintain confidentiality
- Testing (drug and/or alcohol) *It is best to test for both illegal and prescription drugs as well as alcohol whether or not you smell alcohol.*
 - Contact the Deputy Superintendent
 - Contact Work Med 830 N. 980 W. Orem 802-724-4000 and request they respond, or use UVRMC Emergency Room after Work Med hours.
 - Keep the employee in your sight until the testing technician arrives, do not allow employee to use restroom, eat or drink. (If the employee expresses a desire to leave, inform them this is a refusal to test and it is treated the same way as a positive test. We cannot force them to stay and be tested)
 - Arrange escort/transport of employee to home if results are positive.
 - Employee remains off duty until the employee is cleared by HR

Remember to remove employee from work area as soon as is necessary to maintain safety of employee and others.

Adopted: November 12, 2013