



# Reasonable Suspicion Quick Guide

In Accordance with Policy 1110: Alcohol and Other Drugs

## Supervisor's Responsibilities

### Identify unusual behaviors through

- Observation
- Confirmation of observations with another supervisor, if possible
- Documentation on the Behavior/Incident Documentation Form. This form documents the observable behaviors used in assessing reasonable suspicion. The *number* of observations checked is *not* necessarily the sole factor in determining reasonable suspicion.

### Speak with employee

- Share observations
- State what will happen- Sending employee to Sentara Occupational Health for drug/alcohol screening
- Share that the decision to test is not personal, but based on observations *and policy*
- Do not be swayed by an employee's emotions, regret or excuses

### Send employee for drug and/or alcohol screening

- Contact your HR Consultant to:
  - Review completed Behavior/Incident Documentation Form
  - HR completes Service Request Form for Sentara Occupational Health. (1) Indicate request to screen for drugs and/or alcohol. (2) Indicate DOT or Non-DOT. (3) Indicate Reasonable Suspicion. (4) For quick preliminary results, select Table Top for drug screening (except in cases where a CDL is being used in performance of job duties) and/or write in on the top of the form to call with breath alcohol results for alcohol screening. (5) Notify Sentara (phone: 564-5700, fax: 564-5701) that the employee is coming. (6) Get completed form to supervisor to be sent with the employee.
- Sign, date and indicate the *time* that the form is being given to the employee. Send employee to Sentara Occupational Health.
- Do not allow employee to drive themselves. Request a courtesy escort from JMU PD (568-6912) or supervisor takes employee.
- If the request occurs after hours, contact JMU PD
- Employee refusal to be tested is considered an admission of guilt
- Put employee on administrative leave until results are received. Notify JMU's Leave Coordinator (8-3974).
- Ensure that employee gets home safely. Request that friend or family member transport them.

### Follow-up with HR Consultant

- Review drug/alcohol screening results
- For positive results, consider disciplinary action (per JMU Policy 1317: Standards of Conduct and Performance for Classified Employees); offer resources, including the Employee Assistance Program (EAP); refer to Benefits Representative. For formal disciplinary action (written notice), consider adding requirement of employee compliance with the EAP. HR makes initial contact with the EAP to exchange information and obtain release forms. Employee signs release forms and contacts the EAP.

### Maintain confidentiality

Supervisors are advised to attend the Addressing Substance Abuse in the Workplace training (TD1398)

### Failure to appropriately address workplace substance abuse could impact:

- Ability to hold employee accountable
- Health and safety of employee and JMU community
- Destruction of JMU assets
- JMU and departmental image and reputation
- Legal liability