
Supervisory Guidelines for Reasonable Suspicion Alcohol and Drug Testing



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INTRODUCTION

Texas A&M University (TAMU) seeks to provide a safe environment for learning and work. As a result, University rules and procedures have been established to promote an alcohol and drug free work environment. The information provided below outlines the processes and initiatives that have been established to support employees and supervisors in meeting this goal.

These guidelines are intended to assist you in performing your responsibilities as a manager or supervisor and to outline your duties under University rules governing alcohol and drug testing. This document supplements System Policy 34.02, System Regulation 34.02.01, University Rule 34.02.01.M1, and Standard Administrative Procedures 34.02.99.M1.01 and 34.02.99.M1.02.

Whenever possible, you should contact **Human Resources, Employee Assistance Program** (EAP) at (979) 845-3711 for assistance in applying these rules and whenever you feel that a reasonable suspicion alcohol and/or drug test may be warranted. When the employee is in a **non-faculty position**, contact should also be made with Human Resources, Employee Relations Department at (979) 862-4027 for guidance pertaining to disciplinary and /or leave policies. For a **faculty member**, contact the Dean of Faculties & Associate Provost's Office for similar guidance at (979) 845-4274.

Please remember that information regarding an employee's suspected alcohol and/or drug use is to be treated as **confidential** and shared only with University management on a need-to-know basis. Similarly, information you obtain about an employee's use of medication or medical condition is to be kept confidential and disseminated only on a need-to-know basis. It is recommended that all testing results be kept in an employee's medical file.

Training addressing these guidelines, "Alcohol and Drugs in the Workplace," is provided by the EAP. The focus of this workshop is to educate employees and supervisors on the signs and symptoms of substance use and abuse as well as to inform supervisors on how to enact the reasonable suspicion testing procedures. The workshop schedule is available on the Employee and Organizational Development web site at: <http://eodinfo.tamu.edu/default.aspx> and individual department trainings can be requested by contacting the EAP at (979) 845-3711.

If you have any questions about these guidelines or about TAMU's Substance Abuse Prevention Rules, please contact **Employee Assistance Program**.

REASONABLE SUSPICION ALCOHOL AND DRUG TESTING

When a supervisor has reasonable suspicion to believe that an employee may have violated System Policy 34.02, System Regulation 34.02.01, or TAMU Substance Abuse Prevention Rule 34.02.01.M1, a reasonable suspicion alcohol and/or drug test should be performed. Reasonable suspicion must be based on specific, contemporaneous observations concerning the appearance, behavior, speech, or body odors of the employee, and may include symptoms of chronic use or withdrawal effects of controlled substances.

All determinations and documentation concerning reasonable suspicion need to be made by at least one supervisor (two preferred). It is advisable that someone in a supervisory role be trained in the signs and symptoms of use and abuse of alcohol and controlled substances as well as the procedures for Reasonable Suspicion Testing. This training, "Alcohol & Drugs in the Workplace", is provided by the Employee Assistance Program (EAP) three times a year and by special request. The workshop schedule is available on the Employee and Organizational Development's web site at <http://eodinfo.tamu.edu/default.aspx> and individual or departmental trainings can be requested by contacting the EAP at (979) 845-3711.

A **Reasonable Suspicion Testing Supervisor Checklist** (Form RS5) has been included in the forms section of this document to be used as an additional guide in completing the reasonable suspicion testing process.

As a supervisor, once you have suspicion concerning the possible use of alcohol or drugs by an employee, complete the **Preparation Steps to Implement Procedure** listed on pg. 6.

A. PREPARATION STEPS TO IMPLEMENT PROCEDURE

Before beginning the employee interview, complete the following steps:

- 1) **Begin** to complete the **Incident Report Form for Reasonable Suspicion Testing** (Form 1, page 23) to document the basis of your reasonable suspicion including:
 - A. Policy and/or safety precaution violation(s).
 - B. Accident or incident that occurred.
 - C. Other details surrounding the incident.
 - D. Your assessment of whether the employee is able to perform his/her job responsibilities.
- 2) Obtain assistance of the **Department Head** (or designee) or, if unavailable, another supervisor or manager to assist you during the investigation.
- 3) Maintain **confidentiality** by only discussing your suspicions with the Department Head or Manager helping you with the investigation.
- 4) **Remove the employee** from the work area. Do not leave the employee unattended.
 - A. Do not ask the employee to sit in the employee lounge or other public area that would attract attention.
 - B. Do ask the employee to sit in a discreet location such as an office. Ensure, however, that you do not isolate yourself in a location where you cannot be easily helped in case of an emergency.
- 5) Begin to use the **Incident Report Checklist for Reasonable Suspicion Testing** (Form RS2) to note what you have seen, heard, smelled, touched, etc.
- 6) Contact the **Employee Assistance Program** (EAP) at (979) 845-3711 for further guidance.
- 7) Contact the Employee Relations Department at (979) 862-4027 to inform them of the possible concern with an employee in a **non-faculty position**, or contact the Dean of Faculties & Associate Provost's Office at (979) 845-4274 if the concern is with a **faculty member**.
- 8) Proceed to Part B on page 7.

B. EMPLOYEE INTERVIEW FOR REASONABLE SUSPICION

(Flow Chart 1)

Before beginning the interview process, ensure that the appropriate personnel have been notified (Part A, page 6).

1) **Interview** the employee with the Department Head or other Manager present. During the interview, record notes of the following:

- A. What the employee says.
- B. Demeanor of employee.

2) **Inform** the employee of why you suspect the use of alcohol and/or drugs. Share with the employee:

- A. Your observations concerning his/her appearance.*
- B. Your observations concerning his/her behaviors.*

*Information that you noted on the Incident Report Checklist for Reasonable Suspicion Testing (Form RS2) such as, "I smelled the odor of alcohol present while we were talking," or "I noticed that you were staggering as you walked down the hall," etc...

3) **DO NOT** accuse the employee of being "drunk" or "on drugs" or any similar accusations. Rather, ask the employee the following questions:

- A. "Are you ill?" If yes, "Are you under the care of a physician?"
- B. "Have you taken any medication while at work or before coming to work?"
- C. "Has something happened which caused the behavior we have observed?"
- D. "Have you recently taken any drug or consumed any alcohol? If so, what kind, how much, and when?"
- E. "Do you feel you are fit to perform work?"

4) Allow the employee an opportunity to tell his/her side of the story.

5) If you determine that **reasonable suspicion no longer exists**, complete the following steps:

- A. Document this conclusion.
- B. Notify the EAP of this decision and the testing process ends.
- C. Document job performance issues through the disciplinary process, if necessary.

6) If **reasonable suspicion still exists**, complete the following steps:

- A. Finish completing **Incident Report Form for Reasonable Suspicion Testing** (Form 1, page 23) except for the employee's signature.
- B. Finish completing **Incident Report Checklist for Reasonable Suspicion Testing** (Form 2, page 25).
- C. Proceed to Part C on page 9.

C. REQUEST FOR REASONABLE SUSPICION TESTING

(Flow Chart 2)

Before beginning the testing process, ensure that the employee interview has been completed (Part B, page 7).

1. **Inform the employee** that reasonable suspicion testing is supported by TAMU Substance Abuse Prevention Rule 34.02.01.M1 and that **refusal to test violates this University rule**, and is grounds for discipline and even termination.
2. **Restate for the employee** the reasons he/she is being asked to submit to testing, and **ask the employee to submit** to an alcohol and/or drug test.
3. In the rare circumstance when an **employee refuses** to undergo testing, follow **Procedures for a Refusal to Test** on page 14.
4. If the **employee consents**, request that the employee sign:
 - A. **Employee Consent to Submit to Alcohol and/or Drug Testing for Reasonable Suspicion Testing** (Form RS3).
 - B. **Incident Report Form for Reasonable Suspicion Testing** (Form RS1).
5. **Contact the EAP** at (979) 845-3711 to inform them that the employee is willing to present for testing and to request authorization for testing.
 - A. Fax Forms RS1 – RS3 to the EAP for review at (979) 862-3392.
 - B. EAP will provide consultation as to whether an alcohol, drug, or alcohol and drug test may be needed.
 - C. The EAP will need to seek approval for the requested testing (as per TAMU Rule) from the Human Resources Management Services Executive Director.
 - D. **Do not transport the employee for testing until authorization has been given by the EAP.**
6. If a drug test is being requested, provide employee with a copy of **SAP 34.02.99.M1.02 Urine Collection Procedures** to familiarize him/herself with the urine collection process.

7. Once the **EAP has given authorization** for testing:
 - A. The EAP will provide directions on where to transport the employee.
 - B. The EAP will contact the testing/collection site to notify them of your arrival.
 - C. Transport the employee to the collection site. **The employee is not to drive himself or herself to the collection site.**
8. The collection site will request that the employee sign a consent to testing form.
9. At the testing site, the collector will ask the employee if he/she desires to list any medications(s) that he/she is taking.
 - A. Employee keeps the list.
 - B. Employee does not need to share this information with you or the collection site person.

D. PROCEDURES FOLLOWING A REASONABLE SUSPICION ALCOHOL TEST

(Flow Chart 3)

The results of an alcohol test are immediate.

1. If an alcohol test is conducted and verified as **NEGATIVE**:
 - A. Employee is able to return to the work site.
 - B. Document job performance/behavior concerns using the disciplinary process, if necessary.
2. If the alcohol test is **POSITIVE**:
 - A. Make arrangements to **immediately place the employee on leave with pay to complete the investigation** and for administrative review of possible disciplinary steps to be taken. Follow **Request for Extended Suspension with Pay for Investigation** procedures on page 15.
 - B. **Make arrangements to transport the employee home.** The employee should not be allowed to drive or to return to the work site.
 - C. In the event that the **employee refuses transportation** and insists on operating his/her automobile, inform the employee that the local police will be notified of this decision, and follow through, if necessary.
 - D. Follow the **Procedures for a Positive Reasonable Suspicion Test Result** on page 13.

E. PROCEDURES FOLLOWING A REASONABLE SUSPICION DRUG TEST

The results of a drug test are delayed due to laboratory processing time.

1. Once the employee has provided the urine sample required for the drug test:
 - A. Make arrangements to **immediately place the employee on leave with pay to complete the investigation** and for administrative review of disciplinary steps to be taken. Follow **Request for Extended Suspension with Pay for Investigation** procedures on page 15.
 - B. **Make arrangements to transport the employee home.** The employee should not be allowed to drive or to return to the work site.
 - C. In the event that the **employee refuses transportation** and insists on operating his/her automobile, inform the employee that the local police will be notified of this decision, and follow through, if necessary.
2. Employee will remain suspended pending receipt of results.
 - A. Employee may need to be suspended for **9-10 days** in order to complete the testing verification process.
 - B. The Medical Review Officer will inform the EAP of the test result.
 - C. The EAP will notify the department of the test result as soon as possible.
3. If the employee's test result is **NEGATIVE**:
 - A. Notify the employee that he/she may return to work.
 - B. Any previous job performance/behavior concerns should be documented using the disciplinary process, if necessary.
4. If the employee's test result is **POSITIVE**, follow the **Procedures for a Positive Reasonable Suspicion Test Result** on page 13.

F. PROCEDURES FOR A POSITIVE REASONABLE SUSPICION TEST RESULT

If the employee's test result is **POSITIVE**:

1. **Notify the employee** that according to TAMU Substance Abuse Prevention Rule 34.02.01.M1 disciplinary steps may be taken.
2. The Department will have to decide whether to either (A) permit the employee to return to work pursuant to a Job Jeopardy Return to Work Agreement, or (B) move toward possible termination. Per TAMU, the possibility of returning to work does not extend to an employee who refused to submit to testing, possessed an illegal substance while on the job, or was convicted of a drug-related crime that took place at the University.
 - A. To develop a **Job Jeopardy Return to Work Agreement** that includes a substance abuse evaluation and follow-up testing:
 - Contact Employee Relations at (979) 862-4027 to develop the Job Jeopardy Return to Work Agreement. Have employee review and sign the form if in agreement.
 - Contact EAP at (979) 845-3711 for additional guidance.
 - Schedule the employee with the EAP who will refer the employee to the appropriate resources in order to complete a substance abuse evaluation.

OR

- B. To follow **discipline and termination procedures**:
 - For a **non-faculty position**, contact Employee Relations at (979) 862-4027 for guidance.
 - For a **faculty position**, contact the Dean of Faculties & Associate Provost's Office at (979) 845-4274 for guidance.

PROCEDURES FOR A REFUSAL TO TEST

In the rare circumstance when an employee refuses to undergo testing:

1. **Inform the employee** that a refusal to test violates TAMU Substance Abuse Prevention Rule 34.02.01.M1 and is grounds for discipline and even termination.
2. Ask the employee to sign **Refusal by Employee to Submit to Alcohol and/or Drug Testing for Reasonable Suspicion Testing** (Form RS4). If the employee refuses to sign the form, write across the bottom of the form that the employee refuses to sign. Have this refusal witnessed by you and another supervisor or manager.
3. **Notify the EAP** of the refusal to test by calling (979) 845-3711 and **faxing a copy** of the signed refusal form to (979) 862-3392.
4. Make arrangements to immediately place the employee on **Extended Suspension with Pay for Investigation** to complete the investigation and for administrative review of disciplinary steps to be taken. Follow **Request for Extended Suspension with Pay for Investigation** procedures on page 15.

REQUEST FOR EXTENDED SUSPENSION WITH PAY FOR INVESTIGATION

Any time throughout the testing process that an employee needs to be placed on leave with pay to complete the investigation, perform the following steps:

(Flow Chart 4)

1. For a **non-faculty position**, follow University Rule Extended Suspension with Pay for Investigations for Non-Faculty Employees 32.02.02.M2:
 - A. Contact **Employee Relations** at (979) 862-4027 for guidance.
 - B. Department Head may approve up to **5 working days of leave**.
 - C. Department Head must notify the affected employee of the extension of leave and the investigation completion date by written notification.
 - D. **Department Head must also immediately draft a letter to the applicable Vice President to request an additional extension of leave** since more time may be required to obtain the test results (up to 10 days). This leave must be approved by the appropriate Vice President.
2. For **faculty members**, contact the **Dean of Faculties & Associate Provost's Office** at (979) 845-4274 to request their guidance.

FOLLOW-UP TESTING PROCEDURES

Occasionally, Texas A&M University (TAMU) will permit an employee who has violated TAMU Substance Abuse Prevention Rule 34.02.01.M1 to return to work following a Job Jeopardy Return to Work Agreement. This agreement includes a substance abuse assessment conducted by a substance abuse professional, completion of any recommended education or treatment programs, and submission to unannounced alcohol and/or drug follow-up tests for a period not to exceed two years. The requirements of follow-up testing do follow an employee from employer to employer at the University and through breaks in service.

The follow-up testing process is coordinated by the Employee Assistance Program (EAP). The EAP monitors when testing is required, works with the Department Head (or designee) to schedule the follow-up tests, and makes the appointments with the collection site for testing.

Once the EAP has provided notification that a follow-up test is required, complete the following steps:

1. **Notify the employee** that he/she must proceed immediately to the collection site. If the employee is absent, arrangements will be made for testing at a later date.
2. Upon notification, review the following information with the employee:
 - A. The employee has **one hour** in which to arrive at the collection site after notification.
 - B. **Failure to report within one hour** will be considered a refusal to test.
 - C. A refusal to test breaks the **Job Jeopardy Return to Work Agreement** with consequences of disciplinary action including termination.
 - For a **non-faculty position**, contact Employee Relations at (979) 862-4027 for guidance.
 - For a **faculty position**, contact the Dean of Faculties & Associate Provost's Office at (979) 845-4274 for guidance.
3. Contact the Employee Assistance Program at (979) 845-3711 for additional guidance.
4. Follow **Procedures for a Follow-up Alcohol Test** on page 18 and/or **Procedures for a Follow-up Drug Test** on page 19 to determine steps to take in regards to the test result.

A. PROCEDURES FOR A FOLLOW-UP ALCOHOL TEST

(Flow Chart 5)

The results of an alcohol test are immediate.

1. If an alcohol test is conducted and verified as **NEGATIVE**:
 - A. Employee is able to return to the work site.
 - B. EAP will notify the Department if further testing is needed.
2. If the alcohol test is **POSITIVE**:
 - A. The testing site will immediately notify the Employee Assistance Program who will then notify the department.
 - B. Make arrangements immediately to **place the employee on leave with pay to complete the investigation** and for administrative review of disciplinary steps to be taken. Follow **Request for Extended Suspension with Pay for Investigation** procedures on page 15.
 - C. **Make arrangements to transport the employee home.** The employee should not be allowed to drive or to return to the work site.
 - D. In the event that the **employee refuses transportation** and insists on operating his/her automobile, inform the employee that the local police will be notified of this decision, and follow through, if necessary.
 - E. Notify the employee that disciplinary steps can be taken toward termination:
 - For a **non-faculty position**, contact Employee Relations at (979) 862-4027 for guidance.
 - For a **faculty position**, contact the Dean of Faculties & Associate Provost's Office at (979) 845-4274 for guidance.

B. PROCEDURES FOR A FOLLOW-UP DRUG TEST

(Flow Chart 6)

The result of a drug test is delayed due to laboratory processing time.

1. Once the employee has provided the urine sample required for the drug test, the **employee is to return to the work site.**
2. The Medical Review Officer will inform the EAP of the drug test result that will be forwarded to the employee's Department Head (or designee). It may take 9-10 days to receive the test result.
3. If the employee's test result is **NEGATIVE:**
 - A. Notify the employee.
 - B. EAP will notify Department if further testing is needed.
4. If the employee's test result is **POSITIVE:**
 - A. Make arrangements to immediately **place the employee on leave with pay to complete the investigation** and for administrative review of disciplinary steps to be taken. Follow **Request for Extended Suspension with Pay for Investigation** procedures on page 15.
 - B. Notify the employee that disciplinary steps can be taken toward termination:
 - For a **non-faculty position**, contact Employee Relations at (979) 862-4027 guidance.
 - For a **faculty position**, contact the Dean of Faculties & Associate Provost's Office at (979) 845-4274 for guidance.

DRUG TESTING PROCEDURES

Texas A&M University (TAMU) utilizes a U.S. Department of Health and Human Services (DHHS) approved laboratory in performing urinalysis for drug detection. Procedures related to this process are described in **Standard Administrative Procedure 34.02.99.M1.01 Alcohol and Controlled Substances Testing Procedures**. The approved laboratory provides chain-of-custody procedures and documentation necessary to meet federal standards and to ensure that specimen security, proper identification, and integrity are not compromised. A Medical Review Officer (MRO) will review all positive, adulterated, or substituted samples to ensure that results cannot be attributed to the legitimate use of prescription medication or food.

Employees provide urine specimens in a location that affords privacy. The employee is advised to create and keep a list of any medications that he/she is taking. The collector seals and labels the specimen, initiates a chain-of-custody document, and prepares the specimen and accompanying paperwork for shipment to the drug-testing laboratory. The sample is then sent to the testing laboratory on that day or the earliest normal business day via air courier or other readily accessible and speedy means.

Each urine specimen is subdivided into two bottles labeled as “primary” and “split” specimens. Both bottles are sent to the laboratory where only the primary specimen is used for testing; the split remains sealed and is stored for “second opinion” purposes. The laboratory uses an initial screening test and confirms any positive result with a second test. Validity testing is also conducted to ensure that samples have not been diluted, substituted, or adulterated. If the analysis of the primary specimen confirms the presence of controlled substances, or indicates the sample was tampered with, the employee has 72 hours from the time he/she is notified by the MRO to request the split specimen be sent to another DHHS-certified laboratory for a second opinion analysis. The laboratory has been instructed to preserve all specimens yielding positive results for a period of one year or as requested.

Testing procedures conform to scientifically accepted analytical methods, and all drug detection levels are set by the Substance Abuse and Mental Health Services Administration. In the event the MRO determines laboratory analysis found the specimen to be positive, but circumstances leading to the test result were other than illicit drug use, the test will be reported to TAMU as negative.

ALCOHOL TESTING PROCEDURES

Alcohol testing is conducted at a specimen collection site utilizing an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). Procedures related to this process are described in **Standard Administrative Procedure 34.02.99.M1.01 Alcohol and Controlled Substances Testing Procedures**. Two breath tests may be conducted to determine if a person has a prohibited alcohol concentration. If the alcohol concentration is 0.02 or greater on the initial test, a second or confirmation test will be conducted before any action may be taken.

In post-accident testing, TAMU permits the use of law enforcement alcohol breath tests or blood tests in lieu of a University test where police or medical personnel will make results available.

CONCLUSION

If you have any questions regarding these guidelines, contact the **Employee Assistance Program** at (979) 845-3711 immediately.

Additional sources of information regarding these procedures may be found at <http://employees.tamu.edu/managers/hiring/personnelissues/RDA.aspx> the Employee Assistance Program's web site, and by reviewing the following policies located at <http://rules.tamu.edu/> the University's web site for regulations:

System Policy 34.02 Drug and Alcohol Abuse and Rehabilitation Programs

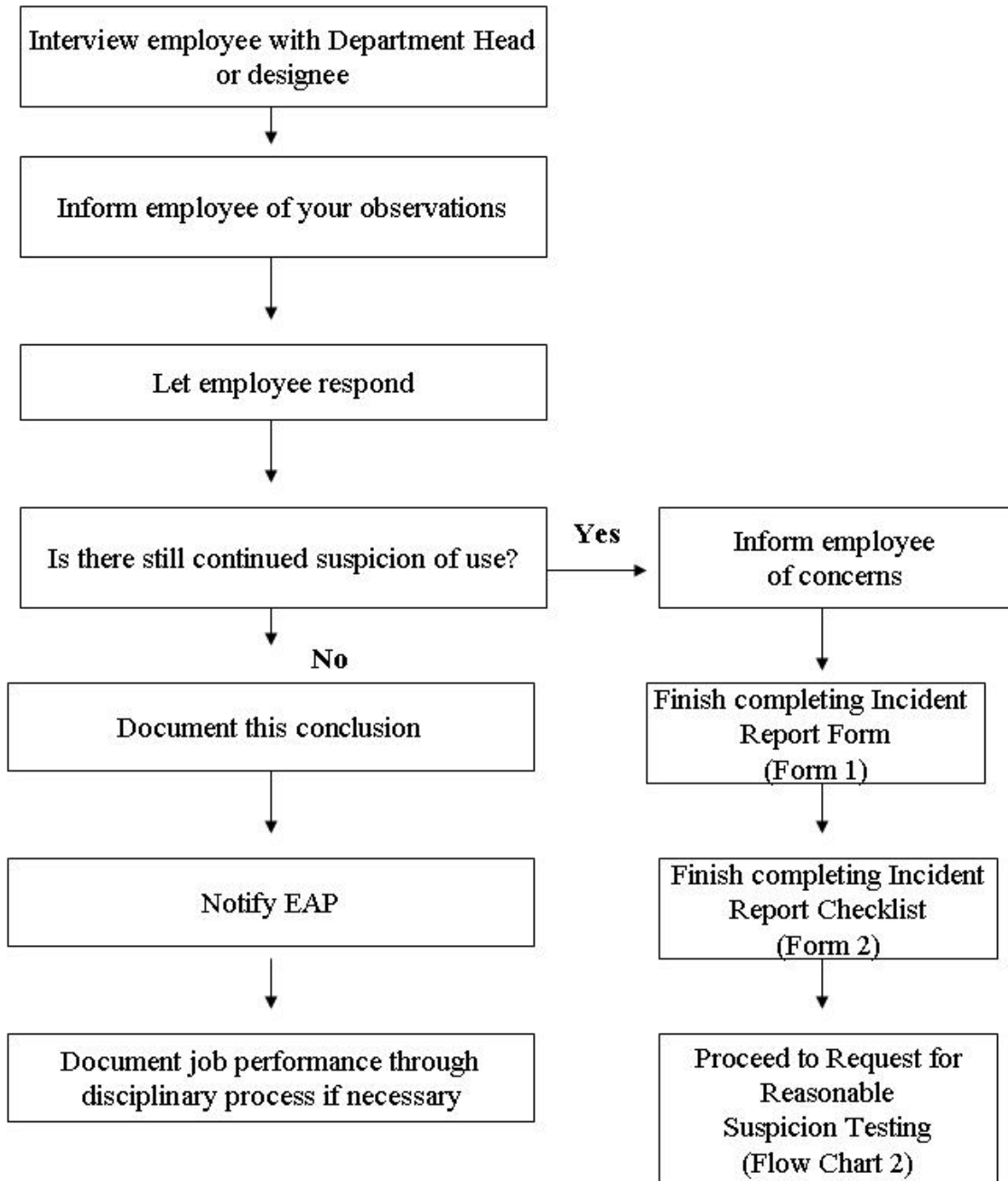
System Regulation 34.02.01 Drug and Alcohol Abuse and Rehabilitation Programs

University Rule 34.02.01.M1 TAMU Substance Abuse Prevention Rule

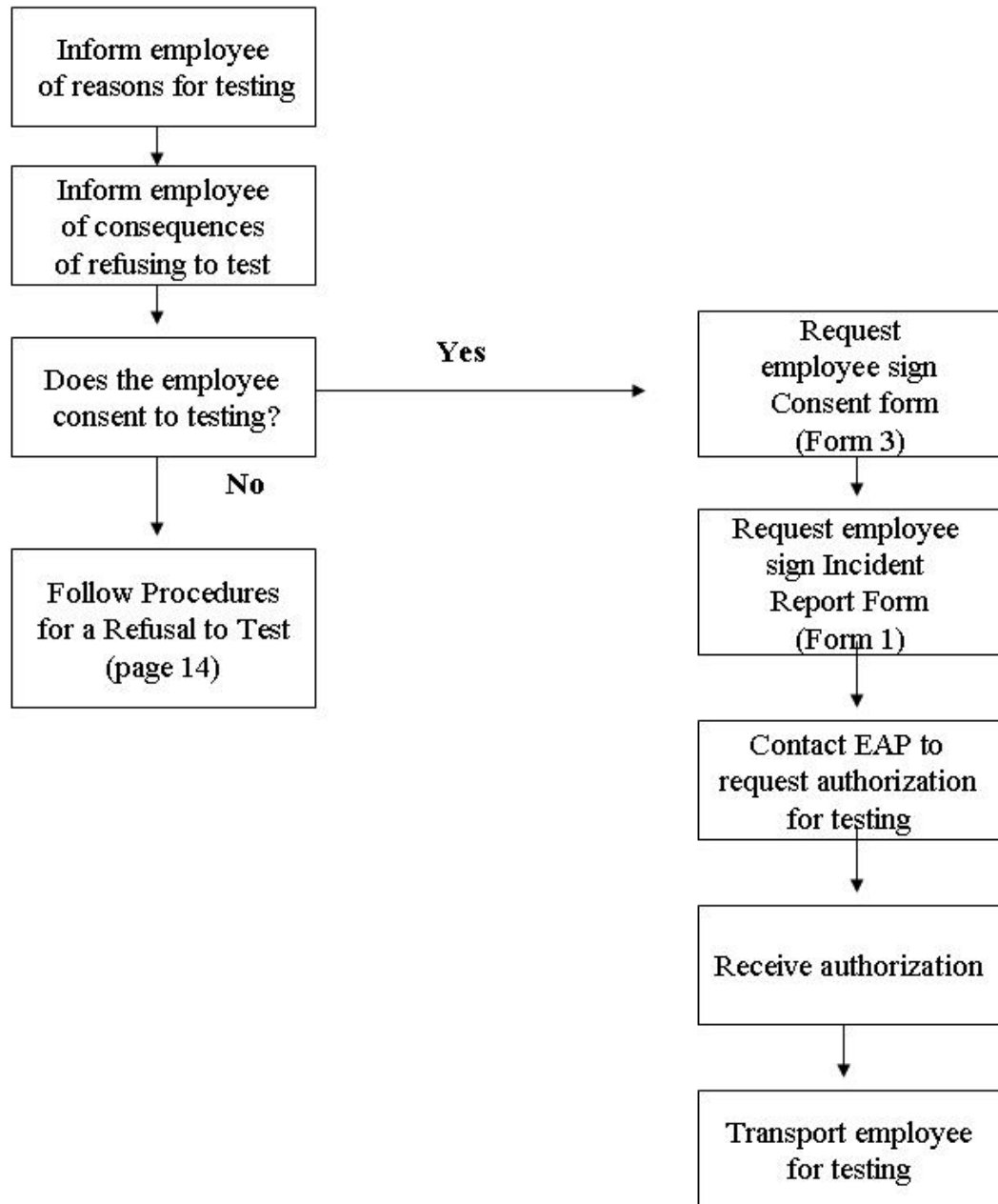
Standard Administrative Procedure 34.02.99.M1.01 Alcohol and Controlled Substances Testing Procedures

Standard Administrative Procedure 34.02.99.M1.02 Urine Collection Procedures

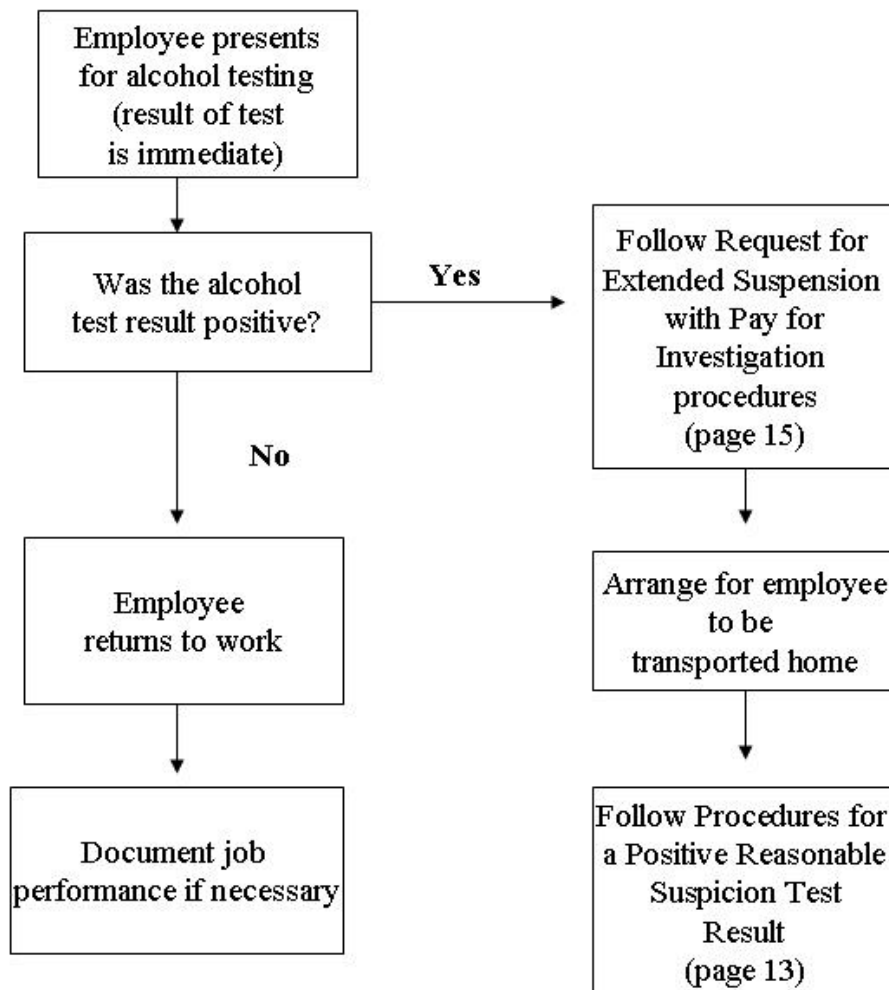
Employee Interview for Reasonable Suspicion Testing



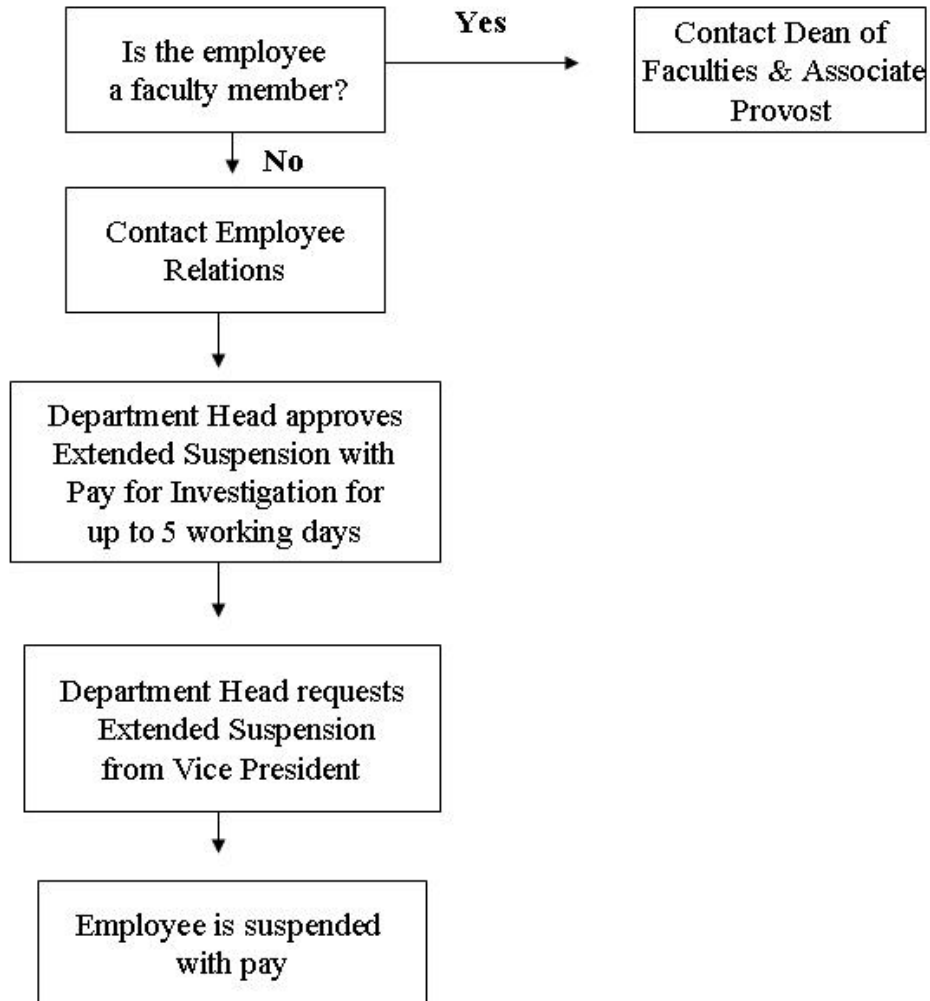
Request for Reasonable Suspicion Testing



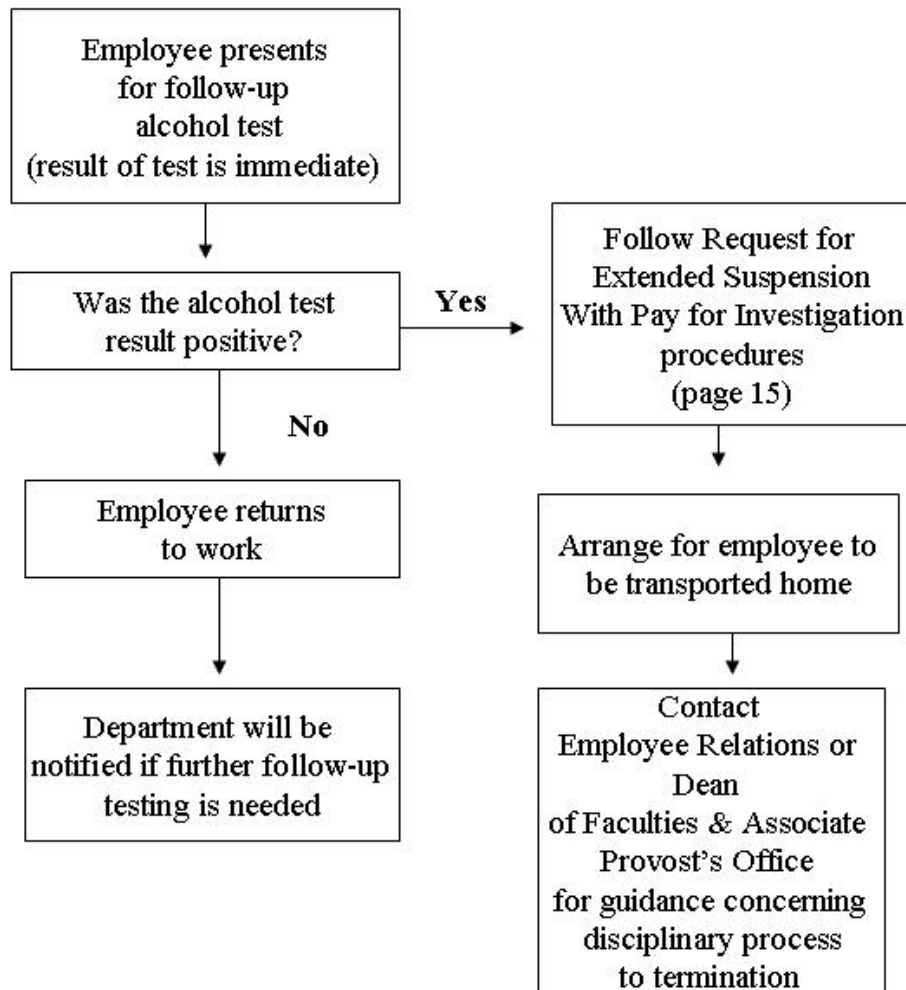
Procedures Following a Reasonable Suspicion Alcohol Test



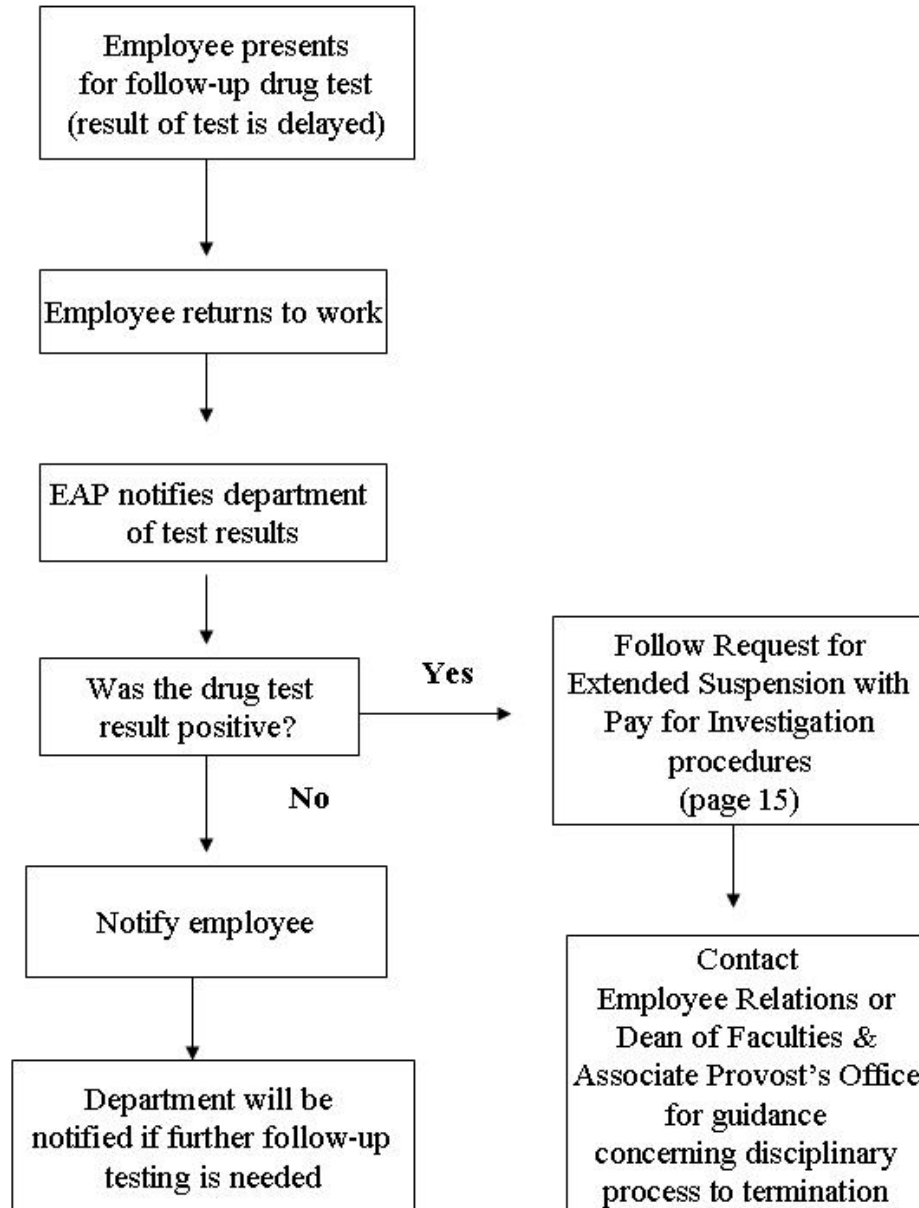
Request for Extended Suspension with Pay for Investigation Procedures



Procedures for a Follow-up Alcohol Test



Procedures for a Follow-up Drug Test



Incident Report Form for Reasonable Suspicion Testing - FORM RS1

INSTRUCTIONS Please complete the information below. Your office should retain the original and a copy should be faxed to the Employee Assistance Program office at (979) 862-3392.

Date of Report	Time of Report	Location
Person Completing Form		Title
Names and Assignments/Positions of Persons Involved		
Names and Assignments/Positions of Witnesses Involved		
What was Observed (attach additional sheet if necessary)		
Action Taken (attach additional sheet if necessary)		
Additional Action Recommended		

Supervisor's Signature

Supervisor's Printed Name

Date

Witness' Signature

Witness' Printed Name

Date

FAX FORM TO:
Employee Assistance Program
Fax (979) 862-3392

NEED HELP?
Employee Assistance Program
Phone (979) 845-3711

Reasonable Suspicion Incident Report Behavioral Checklist – FORM RS2

INSTRUCTIONS Please complete the information below. Your office should retain the original and a copy should be faxed to the Employee Assistance Program office at (979) 862-3392.

Employee Name	Date	
OBSERVATIONS		
Smell of Alcohol on breath or person	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Speech: Slurred Confused Fragmented Slow Unusually soft or loud	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Disorientation: Is employee confused about . . . Where he or she is What day it is What time it is	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Apparent inability to focus on work	<input type="checkbox"/>	<input type="checkbox"/>
Unusual or unexplained resistance to authority or refusal to follow reasonable directions	<input type="checkbox"/>	<input type="checkbox"/>
Lack of motor coordination	<input type="checkbox"/>	<input type="checkbox"/>
Mood: Belligerent Moody Ecstatic More nervous than usual Giddy Talkative Drowsy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Skin Color: Pale Flushed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Excessive perspiration	<input type="checkbox"/>	<input type="checkbox"/>
Excessive trips to restroom	<input type="checkbox"/>	<input type="checkbox"/>
Bloodshot eyes	<input type="checkbox"/>	<input type="checkbox"/>
Dilated pupils	<input type="checkbox"/>	<input type="checkbox"/>
Pinpoint pupils	<input type="checkbox"/>	<input type="checkbox"/>
Traces of alcohol in any containers	<input type="checkbox"/>	<input type="checkbox"/>
Confession of employee that he or she was drinking alcohol or ingesting drugs	<input type="checkbox"/>	<input type="checkbox"/>
Traces of suspected drugs	<input type="checkbox"/>	<input type="checkbox"/>

Traces of suspected drug paraphernalia	<input type="checkbox"/>	<input type="checkbox"/>
Smell of marijuana	<input type="checkbox"/>	<input type="checkbox"/>
Weariness, fatigue, or exhaustion	<input type="checkbox"/>	<input type="checkbox"/>
Deteriorating physical appearance	<input type="checkbox"/>	<input type="checkbox"/>
Yawning excessively	<input type="checkbox"/>	<input type="checkbox"/>
Blank stare on expression	<input type="checkbox"/>	<input type="checkbox"/>
Sudden and/or unpredictable change in energy level	<input type="checkbox"/>	<input type="checkbox"/>
Unusually energetic	<input type="checkbox"/>	<input type="checkbox"/>
Shaking, trembling of hands	<input type="checkbox"/>	<input type="checkbox"/>
Sunglasses worn at inappropriate times	<input type="checkbox"/>	<input type="checkbox"/>
Changes in appearance after lunch break	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawing and avoiding peers	<input type="checkbox"/>	<input type="checkbox"/>
Breathing or swallowing difficulties	<input type="checkbox"/>	<input type="checkbox"/>
Unusual sneezing/nasal congestion	<input type="checkbox"/>	<input type="checkbox"/>
Needle marks on arms	<input type="checkbox"/>	<input type="checkbox"/>
Prolonged lunch hour	<input type="checkbox"/>	<input type="checkbox"/>
Tardiness	<input type="checkbox"/>	<input type="checkbox"/>
Unexplained departures from work or disappearances from the job area	<input type="checkbox"/>	<input type="checkbox"/>
Careless or unsafe operation of equipment (including accident)	<input type="checkbox"/>	<input type="checkbox"/>
Careless performance of job	<input type="checkbox"/>	<input type="checkbox"/>

Consent for Reasonable Suspicion Alcohol/Drug Testing - FORM RS3

INSTRUCTIONS Please complete the information below. Your office should retain the original and a copy should be faxed to the Employee Assistance Program office at (979) 862-3392.

I, _____, hereby consent and agree to give a sample of my urine, breath, and/or saliva to **Any Time Analysis**, and **Texas Alcohol and Drug Testing Services**, for the purpose of performing a test to determine the presence of drugs or their metabolites and/or alcohol in my body. I authorize the laboratory, on behalf of TAMU, to order such laboratory tests as may be necessary to determine the presence of drugs and/or alcohol in the sample, as well as for substances used to possibly adulterate and/or substitute the sample. I understand that I have the right to receive a copy of this consent for testing upon request.

I further understand and acknowledge that:

- 1) TAMU will pay the cost of all required alcohol and/or drug tests;
- 2) The test results will be released to TAMU, and its representatives are authorized to receive, request, and transmit such information;
- 3) The test results may be used by TAMU in determining any disciplinary action that may be taken against me; and
- 4) I have the right to refuse to submit to such testing, but understand that my refusal to submit to, or to cooperate with, such testing shall be considered insubordination and a violation of University Rules, and will result in discipline, up to and including termination of my employment.

I also agree that TAMU has made no representations, inducements, or statements, other than those in writing, about the testing, and that I consent to be tested.

Applicant/Employee's Signature

Date

Applicant/Employee's Printed Name

FAX FORM TO:
Employee Assistance Program
Fax (979) 862-3392

NEED HELP?
Employee Assistance Program
Phone (979) 845-3711

Refusal by Employee to Submit to Reasonable Suspicion Drug and/or Alcohol Testing - FORM RS4

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact eap@tam.u.edu or (979) 845-3711.

INSTRUCTIONS Please complete the information below. Your office should retain the original and a copy should be faxed to the Employee Assistance Program office at (979) 862-3392.

I am currently employed by Texas A&M University (TAMU). I understand that TAMU may request Reasonable Suspicion drug and/or alcohol testing for current employees. I understand that I do not have to submit to testing but that if I refuse to be tested, TAMU may not continue to employ me.

With full knowledge of the foregoing, I hereby **refuse** to submit to drug and/or alcohol testing.

Applicant/Employee's Signature

Date

Applicant/Employee's Printed Name

Witness' Signature

Date

Witness' Printed Name

FAX FORM TO:
Employee Assistance Program
Fax (979)862-3392

NEED HELP?
Employee Assistance Program
Phone (979) 845-3711

Supervisor Checklist for Reasonable Suspicion Testing – FORM RS5

INSTRUCTIONS Check each item in the process to ensure completion. Your office should retain the original.

NOTIFICATION

- Begin to complete Incident Report Form (FORM RS1)
- Notify Department Head or designee
- Remove employee from work area
- Contact Employee Assistance Program
- Contact Employee Relations or Dean of Faculties & Associate Provost's Office

EMPLOYEE INTERVIEW

- Interview employee with Department Head or designee
- Finish completing Incident Report Form Checklist (FORM RS2) and Incident Report Form (FORM RS 1)

REQUEST TESTING

- Ask employee to Test
- Obtain consent to Test (FORM RS3) OR obtain consent not to Test (FORM RS4)
- Contact Employee Assistance Program
- Clarify procedures to request leave for the investigation

TESTING

- Receive notification from EAP to transport employee to test site
- Make arrangements to transport employee from test site

NEED HELP?
Employee Assistance Program
Phone (979) 845-3711

Any Time Analysis - Bryan Location

Toll Free: (866) 227-9065

Office: 979-260-1024

Fax: 979-260-1052

After Hours: 979-220-3854

Donna Harris, Owner

