THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

“To protect and serve” is more than a motto, it is the responsibility of every Public Safety employee of the Medical University.

Every employee, student, patient and visitor expects the Medical University to be a safe place to work, study, recuperate and visit. It is the obligation of the Department of Public Safety to fulfill these expectations.

In order to meet our responsibilities, it is necessary that all departmental employees be physically and mentally fit for duty at all times. It is also important that employees be upholders, as well as, enforcers of state and federal laws.

Therefore, the Department of Public Safety has established a Drug Deterrence Program. The purpose of the program is to assist individuals who may be substance abusers, deter illicit drug use and assist in hiring decisions.

B. Procedure

1. The Drug Deterrence Program

   a  This Program includes:

       1) The Employee Assistance Program

       2) Pre-Placement Testing/Screening

POLICY AND PROCEDURE # 29 Drug Deterrence Program Policy
3) Reasonable Suspicion Testing

4) Follow-up Testing

b. Employee Assistance Program (EAP)

1) The purpose of the Employee Assistance Program is to retain valued employees who develop alcohol, drug abuse, (i.e. prescription, illegal and over the counter drugs) or other non-work related problems affecting their job performance. The Medical University wants to help these troubled employees before they become unemployable.

2) Under this program, current employees will be offered professional confidential assistance and are authorized the use of accrued leave for the purpose of undergoing professional treatment. (See Policy # 36.0 Human Resources Management Policy Manual).

c. Pre-Placement Drug Testing Program

1) A Urine Drug Screen will be required of all perspective employees prior to being hired. The perspective employees will be asked to sign a consent to release medical records to the Director of Public Safety or his/her designee for purposes of pre-placement hiring.

2) Perspective employees will be notified of the results. Perspective employees may be denied employment if test results are positive or if they fail to provide a urine sample when required.

3) Legal urine samples will be obtained by Employee Health Services according to established procedures.

4) Employee Health Services will notify Public Safety of all results.

d. Reasonable Suspicion Tests

1) In accordance with Human Resources Alcohol and Drug Abuse Policy, any Public Safety employee, who is suspected of being under the influence of a drug, will be asked to submit to a drug test. (See Policy # 47.0 Human Resources Management Policy Manual).

2) Reasonable suspicion of impairment can be inferred from physical appearance, speech, or conduct.
3) Any employee who exceeds the zero tolerance level for alcohol while on duty or is found or suspected of using illicit drugs, or abusing prescription or nonprescription drugs shall be subject to disciplinary action which may include termination from employment.

e. Follow-Up Testing

Follow-up testing, on an unannounced basis, may be required during or after EAP counseling or rehabilitation and for up to one (1) year after completion of rehabilitation. A positive test result may be considered grounds for further testing and/or disciplinary action which may include termination.

2. Confidentiality of Test Results

a. All drug testing information shall be confidential and treated as such by anyone authorized to review employee records.

b. The results of an individual’s drug test may not be disclosed without the prior written consent of the individual, unless the disclosure would be to:

1) The Director of Public Safety, or his designee for the purpose of taking appropriate personnel action.

2) A court of competent jurisdiction pursuant to an order of the court.

3) Director of Human Resources or his/her designee.

3. Disciplinary Actions

a. Determination

An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to:

1) Direct observation (by two people; one being a Supervisor)
2) Evidence obtained from an arrest or criminal conviction
3) A verified positive test result
4) An employee’s voluntary admission

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b. Disciplinary Actions

1) Disciplinary action will be in accordance with Human Resources Management Policies #45.0 and #47.0.