

Human Resource Services
10/2005

Washington State University
HUMAN RESOURCE SERVICES
ALCOHOL AND DRUG ABUSE
MANAGER GUIDELINES

Washington State University (WSU) prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on university-controlled property. WSU complies with the Federal Drug-Free Workplace Act of 1988 and strictly enforces State of Washington laws.

Contact your local Human Resource Services Office if an employee is suspected of substance abuse because he or she smells of alcohol and/or drugs and/or exhibiting behaviors such as slurred speech, uncoordinated movement, gait stupor, excessive giddiness, unexplained periods of exhilaration and excitement, and/or impaired judgment.

The precise course of action taken is dependent on the specifics of the situation. The supervisor/manager should take into account the seriousness of each situation.

For example:

- Is the employee's or other's safety a concern?
- Is there concern for damage to university property?
- Did the supervisor/manager witness the employee consuming, possessing or distributing an illegal substance?
- Is the employee under the care of doctor and taking prescription medicines?
- Did the supervisor/manager witness the employee consuming an alcoholic beverage?
- Is/was there an odor detected, associated with someone having consumed and alcoholic beverage?

Depending on the scenario, the supervisor/manager may immediately contact law enforcement or send the employee home.

Recommended Process:

- Contact your local Human Resource Office
 - Depending on the scenario, the supervisor/manager may take action up to sending the employee home or immediately contacting law enforcement.

If it is obviously apparent that the employee should not be performing their regular duties:

- The employee may be assigned different duties. Ensure that the employee is not placed in a position to endanger clients or others. If necessary, the employee may be removed from duties yet be allowed to remain on-site while options as set forth below are pursued.
- The employee may be directed to leave the worksite subject to the following caveat.

- An impaired employee should not be directed to drive:
 - Offer to call a cab, family member, a friend or give the employee a bus schedule to provide a means to get home.
 - If the employee appears intoxicated and refuses to accept the above offer yet insists on leaving the premises, report to law enforcement.
- Meet with the employee in a private setting. If you are concerned about issues of safety or believe the employee would be more comfortable, a confidential assistant may be present at the meeting.
 - Let the employee know you noticed performance deficiencies and/or erratic behavior that are consistent with or similar to those of someone under the influence of a controlled substance were noticed.
 - For example: "I noticed you are slurring your words today, is there anything you'd like to tell me?"
- Depending on the employee's response and with advice from HRS:
 - Provide the employee with a copy or inform them of the Drug Free Workplace Policy (Executive Policy # 20), emphasizing an employee cannot be under the influence of a controlled substance or alcohol while on the job.
 - If the employee discloses that he or she has medical conditions that is causing the behavior contact HRS, and refer the employee to HRS.

It is encouraged and recommended that supervisors/managers do not discuss medical conditions with the employee. Additionally, all medical documentation should be sent to HRS or Benefit Services and not be maintained in a department.
 - If the employee discloses that he or she is an alcoholic their condition may be covered under ADA/RA. (This does not mean that intoxication will be tolerated in the workplace.) Contact HRS and refer the employee to HRS.
- Remind the employee of appropriate workplace behavior and conduct.
- Encourage the employee to utilize WSU resources.

OPERATING A STATE VEHICLE

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If an employee is suspected of driving a state vehicle while being under the influence of intoxicating liquor and/or drugs, the following steps are recommended:

- Contact the WSU Police Department via Whitcom using 911. If occurrence is outside of the city of Pullman contact the local law enforcement.
- Supervisor/Manager should contact HRS.
- Supervisor/Manager should contact the WSU Risk Management office.
- If the employee holds a position that requires a Commercial Driver's License (CDL) contact HRS for drug and alcohol testing requirements.
- If it is determined by the police that the employee is under the influence of intoxicating liquor and/or drugs or his/her ability to operate a motor vehicle is impaired while operating a WSU vehicle, contact HRS. Note, the law enforcement processes will continue and are separate from the WSU processes.
 - If the employee is issued a citation, it may impact their ability to continue to drive a vehicle while on the job.
 - Corrective or disciplinary action may be warranted.
 - The employee may be subject to arrest and subsequent testing by the police in accordance with the applicable RCW's and WAC's

Managers/Supervisors should inform employee's who have a CDL or drive state vehicles of the applicable RCW's that state the criteria in which an employee is responsible for reporting driving citations/infractions to their supervisor.

APPLICABLE LAWS AND POLICIES INCLUDE: Drug-Free Schools and Communities Act Amendments of 1989, Drug-Free Workplace Act of 1988, Discipline; WAC 357-40, WSU Executive Policy #20 Drug and Alcohol Policy, Reasonable Accommodation; WAC 357-26; RCW 46.25, Uniform Commercial Driver's License Act.

Helpful Resources:

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Human Resource Services Offices

Pullman (509) 335-4521
Spokane (509) 358-7553
Tri-Cities (509) 372-7302
Vancouver (360) 546-9595.

If the employee is covered under a collective bargaining agreement, refer to the contract.
Additional contact information is available on the HRS website at www.hrs.wsu.edu

Employee Assistance Program (EAP)

- WSU: www.eap.wsu.edu
- State Wide – <http://hr.dop.wa.gov/eas.html>

Environmental Health and Safety: <http://www.ehs.wsu.edu/>

Office of Risk Management – www.wsu.edu/riskmanagement

Ombudsman – www.wsu.edu/~ombuds/

WSU – Pullman, Police Department - <http://www.wsu.edu/police/>