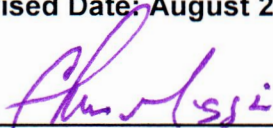


Northwestern State University
Drug/Alcohol Testing Policy

EFFECTIVE DATE: JULY 1, 2002
Revised Date: August 2018

Approved: 
Dr. Chris Maggio-NSU President

I. PHILOSOPHY:

Northwestern State University (NSU) and the State of Louisiana have a long-standing commitment to a drug-free workplace. In order to curb the use of illegal drugs by employees of the State of Louisiana, the Louisiana Legislature enacted laws which provide for the creation and implementation of drug testing programs for State employees. **Executive Order No. BJ 08-69** provides for the promulgation, by executive agencies, of written policies mandating drug testing of employees, appointees, prospective employees and prospective appointees in accordance with **Louisiana Revised Statute 49:1001**, et seq. The use of illegal and unauthorized drugs and the misuse of alcohol are serious social problems that are even more unacceptable in the workplace.

II. APPLICABILITY:

This policy applies to all employees and appointees of NSU, as well as potential employees and appointees, and all other persons having an employment relationship with NSU whether classified, unclassified, student employees, student interns, full-time, part-time or temporary, (hereinafter "employee(s)" unless otherwise noted) and volunteer employees. Following a conditional job offer, potential employees and appointees will be required to submit to pre-employment drug testing.

III. ILLEGAL OR UNAUTHORIZED DRUG USE:

Illegal or unauthorized drugs include any drug which is not legally obtainable; any drug which is legally obtainable but has been illegally obtained; prescription drugs not being used in accordance with the prescription, in excess of the prescription, or not prescribed to the person in possession of or using the prescription; or any substance which affects the employee's ability to safely and competently perform assigned duties.

NSU reserves the right to have a licensed physician, of its own choosing and at its own expense, determine if use of prescription medication produces effects which impair the employee's performance or increase the risk of injury to the employee or others.

In such case, where the situation is temporary and business necessity allows, NSU will modify the employee's customary job duties or work activities for the period the employee is unable to safely perform his/her customary job duties. Alternatively, the employee may be required/permitted to use accrued leave when such leave is available.

IV. REQUIREMENTS:

In order to maintain a safe and productive work environment, each NSU employee is required to:

1. Report for duty in the physical and emotional condition which maximizes his/her ability to perform assigned tasks in a competent and safe manner. Reporting to work impaired from the use of alcohol or other drugs is prohibited;
2. Promptly and cooperatively submit to drug and alcohol testing when required by the appointing authority, his/her designee, or as specified by this policy;
3. Notify a supervisor, prior to or immediately upon reporting for duty, when he/she has reason to believe that prescribed or over-the-counter medication may impair his/her ability to

perform customary job duties or otherwise create a safety hazard. While the duration the medication will be taken should be disclosed, **employees should know that it is not necessary to disclose to the supervisor the medication being taken nor the condition for which it was prescribed.** Such information may be required to be disclosed to the Medical Review Officer should circumstances or the nature of the employee's job duties warrant, as determined by the appointing authority;

4. Notify their supervisor on the first scheduled workday of any arrest or conviction for a criminal, drug or drug-related offense which occurs on or off duty, including Driving While Intoxicated (DWI) arrests and convictions. Failure to do so is grounds for disciplinary action, up to and including discharge.

In order to meet federal requirements, all convictions occurring in the workplace, while on official business, during work hours or when on call for duty must be reported in writing to the Director of Human Resources within 5 days after such conviction.

V. PROHIBITIONS:

NSU prohibits:

1. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of illegal or unauthorized drugs and other prohibited substances in NSU vehicles or personal vehicle on NSU business or on NSU premises or while the employee is on official state business, on duty or on call for duty is prohibited.
2. The use, abuse and presence of illegal or unauthorized drugs, and other prohibited substances in the bodies of its employees while on duty, on call or engaged in business, on or off NSU premises.

VI. DRUG TESTING:

All employees are subject to post-accident/incident, reasonable suspicion and return-to-duty/rehabilitation monitoring drug testing. With or without prior notification, tests will be administered under the following circumstances:

1. **Pre-Employment:** Drug tests may be required of prospective employees and appointees for NSU. Each prospective employee/appointee may be required to submit to drug screening at the designated time and place following a conditional job offer. The conditional job offer may be withdrawn from a prospective employee/appointee testing positive for the presence of a prohibited substance in the initial screening. Employees and appointees transferring from state agencies that required pre-employment drug testing will not have to drug test, if there has been no break in service.
 - a. Drug testing is not required for employees transferring from one state agency to another as a result of a merge or reorganization, if there is no break in service, unless they are transferring into a safety or security-sensitive position.

2. **Safety and Security Sensitive Positions:** Employees who occupy security safety and/or sensitive positions and applicants who apply for safety and security sensitive positions are subject to both random and pre-selection drug testing. Prior to being placed in a safety or security sensitive position from a non-security sensitive position through reassignment, temporary detail, promotion or demotion, etc., an employee is required to undergo drug testing, unless transferring without a break in service and the losing agency has a drug testing policy. Positions with duties that require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee. A list of safety and security sensitive positions may be obtained from Appendix B of this policy.

3. **Reasonable suspicion** is a belief, based upon reliable, objective and articulable facts derived from direct observation of specific physical and behavioral characteristics (behavior, speech, appearance, odor), which causes a prudent and reasonable person to suspect that an employee has engaged in drug and alcohol use.
 - a. Any employee shall be required to submit to drug and alcohol testing when he/she exhibits behavior or appearance that is characteristic of drug and alcohol use.
 - b. The decision to test will be made by the appointing authority based upon reliable, objective and articulable facts derived from direct observation of the employee's appearance, behavior, speech, body odor or physical manifestations.
 - c. The observation must be made by supervisory personnel (two, if possible) who shall record, in writing, the observation leading to the recommendation for testing. A Reasonable Suspicion Checklist is available from HR, for use by Supervisors.
 - d. Only the appointing authority shall require an employee to submit to reasonable suspicion testing. Generally, this decision will be based upon the recommendation of supervisory personnel at the scene who have objectively and thoroughly reviewed the circumstances.
 - e. The supervisor will fully document the facts upon which the recommendation for testing is made.
 - f. Written findings must be submitted to the appointing authority within twenty-four (24) hours of making the recommendation unless impractical.

NOTE: When reasonable suspicion testing is ordered, an NSU representative shall transport the individual being tested to and from the testing site. Under no circumstance should any employee who is reasonably believed to be impaired or under the influence of any drug or alcohol be permitted to operate a motor vehicle.

4. **Post-Accident/Incident:** Any security safety and/or sensitive position employee directly involved in any accident that occurs during the course and scope of an employee's employment shall be required to submit to drug and alcohol testing in certain situations. Testing for alcohol or drugs includes the following situations:
- a. The accident involves circumstances giving rise to a reasonable suspicion that the accident may have involved the employee's drug or alcohol use and the employee's action or inaction may have been a causative factor (see definition of reasonable suspicion in VI. 3 above); or
 - b. The accident meets the criteria of paragraph (a) and results in or causes the release of hazardous waste as defined by *LA. R.S.30:2173(2)* or hazardous materials as defined by *LA. R.S.32:1502(5)*; or
 - c. The accident results in treatment to anyone involved by medical personnel, a fatality or serious bodily injury.
 - d. The accident causes property damage to NSU property or private property.

NOTE: When post-accident/incident testing is ordered, an NSU representative shall transport the individual being tested to and from the testing site. Under no circumstance should any employee who is reasonably believed to be impaired or under the influence of any drug or alcohol be permitted to operate a motor vehicle.

VII. DRUG TESTING PROCEDURES:

Drug testing pursuant to this policy shall be for the presence of any or all of the following classes of drugs in accordance with *LA R.S. 49:1001*, et seq.: marijuana, opioids, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Testing shall be performed by a contractor chosen by NSU. NSU contracts with neutral, well-trained, professional medical personnel and certified laboratories for the collection, custody, storage, and analysis of specimens.

All drug testing and all drug testing of samples for **current and prospective employees and appointees** collected shall be performed in SAMHSA-certified or CAP-FUDT-certified laboratories. Urine will be collected for controlled substance testing and blood will be collected for alcohol testing. Hair will be used if other sampling methods are unavailable.

Drug testing shall be performed in compliance with the SAMHSA and the Louisiana Department of Health and Hospitals guidelines.

Marijuana Cut Off Levels: The cut off limits for drug testing shall be in accordance with SAMHSA guidelines with the exception of initial testing for marijuana. The initial cut off level of marijuana shall be no less than fifty nanograms/ML and no more than one hundred nanograms/ML as specified by the employer or the testing entity. This is defined by LA R.S. 49:1005(B).

Although the substance abuse testing defined in this policy is restricted to specified drugs, NSU reserves the right to require employees to submit to additional testing, if warranted. Such tests will only be administered when post-accident or reasonable suspicion testing produce negative results and the employee's behavior clearly indicates impairment or other indicia or substance use. Separate samples will be collected for these additional tests and the testing process will fully comply with the SAMHSA and the Louisiana Department of Health and Hospitals guidelines.

VIII. ALCOHOL TESTING PROCEDURES:

Blood will be drawn to determine the presence of alcohol in the employee's system.

The employee will be advised of the results of the blood test. No further testing will be required if the test results are negative. If the confirmatory test indicates a blood alcohol concentration of 0.02 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood, the results will be reported as positive to NSU's designated representative.

Whenever an employee refuses to cooperate with the testing procedure in any way that prevents completion of the test **the employee will be immediately terminated.**

IX. ENFORCEMENT:

The use of illegal drugs and other controlled or unauthorized substances will not be tolerated. Substance abuse endangers the health and well-being of our employees, prevents quality service to the public and is inconsistent with NSU's mission. While NSU's position is firm, we will attempt to resolve any reasonable doubt regarding the testing procedure or results in the employee's favor.

Disciplinary action may be taken in accordance with Chapter 12 of the Civil Service Rules and NSU Policies and Procedures. Each violation and alleged violation of this policy will be handled on an individual basis, taking into account all data, including the risk to self, fellow employees, students, and the general public.

X. CONFIDENTIALITY/EMPLOYEE RIGHTS:

All drug and alcohol testing results and records (including all information, interviews, reports and statements) are considered confidential communications, pursuant to **La. R.S.49:1012**, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in an administrative or disciplinary proceeding or civil litigation where drug use by the tested individual is relevant. Exceptions to these confidentiality provisions are limited to written employee consent; federal agencies when licensure or certification actions are required; to a decision-maker in arbitration, litigation or administrative proceedings arising from a positive drug test; and as otherwise required by law.

In compliance with **La. R.S. 49:1011**, any employee, upon learning of a confirmed positive test result, shall, within seven working days and upon written request, have the right of access to records and other documentation relating to the drug testing process and any records relating to the results of any relevant certification, review, suspension/ revocation proceeding of the testing facility.

Employees should know that reports of drug and alcohol testing are maintained by NSU, contract physicians and drug testing laboratories. This information is aggregate data and is used to monitor compliance and to assess the effectiveness of the drug testing program.

NSU has no interest in informing law enforcement authorities of a positive drug and alcohol test. However, nothing contained in this policy will be construed to preclude the delivery of any illegal drug, controlled dangerous substance, or other substance prohibited by this Policy, discovered in or on NSU or State property, or upon the person of an NSU employee, to law enforcement officials. Likewise, any employee found engaged in the sale, attempted sale, distribution or transfer of illegal drugs or controlled substances while on duty or on NSU or State property may be referred to appropriate law enforcement authorities.

XI. EMPLOYEE REHABILITATION:

R.S. 49:1011(B) An employer may, but shall not be required to, afford an employee whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment.

XII. QUESTIONS:

Questions concerning this policy should be directed to the Environmental Health & Safety Office and/or the Vice President of University Affairs Office.

XIII. VIOLATIONS:

Employees found to have violated this policy will be subject to disciplinary action, up to and including termination.

**DRUG/ALCOHOL TESTING POLICY
EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I acknowledge that:

1. I have received a copy of the *Northwestern State University Drug/Alcohol Testing Policy*.
2. I have read this policy or have had someone read this policy to me.
3. I understand the content of this policy.
4. I agree to comply with the terms and conditions of this policy.

I further acknowledge that compliance with this policy is a condition of my employment and continued employment.

Date

Employee's Signature

Section

Employee's Printed Name (Last, First)

Appendix A

Definitions

CAP-FUJDT Laboratory – NIDA Laboratory [SAMSHA] (LA R.S. 49:1001)
Certified laboratory for forensic drug testing by the College of American Pathologists.

Collection Site (LA R.S. 49:1001)

A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Commercial Motor Vehicle (CFR 382.107)

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property and (1) has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, (2) has a gross vehicle weight rating of 26,001 or more pounds, (3) is designed to transport 16 or more passengers including the driver, or (4) is of any size and is used in the transportation of hazardous materials requiring placards.

Confirmation or Confirmatory Test (LA R.S. 49:1001)

A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substance

A drug, chemical substance, or immediate precursor in Schedules I through V of R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Designer (Synthetic) Drugs

Those chemical substances that are made in clandestine laboratories where the molecular structure of both legal and illegal drugs is altered to create a drug that is not explicitly banned by federal law.

Driver (CFR 382.107)

Any person who operates a commercial motor vehicle. This includes but is not limited to: full-time, regularly employed drivers; and casual, intermittent or occasional drivers.

Drug Testing Services (LA R.S. 49:1005 and Executive Order No. BJ 08-69)

Procurement of laboratory services by a certified laboratory shall be provided through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws. Expenses for testing services will be encumbered by the System Office. Expenses for second testing may be the responsibility of the employee.

Employee (LA R.S. 49:1001)

Any person paid or unpaid, in the service of an employer.

Employer (LA R.S. 49:1001)

Any person, firm, or corporation, including any governmental entity, that has one or more workers or operators employed, or individuals performing service, in the same business, or in or about the same establishment, under any contract of hire or service, expressed or implied, oral or written.

Shall not include any person, firm, or corporation that is subject to a federally mandated drug testing program.

An employee who is a person, firm, or corporation that contracts or subcontracts with a principal need not be considered, in whole or in part, to be an employee of such principal.

(CFR 382.107) Any person (including the United States, a State, the District of Columbia or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle, including agents, officers, and representatives of the employer.

Illegal Drug (LA R.S. 49:1015)

Includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs, or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities.

Included is any drug which is not legally obtainable, or which has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by one other than the person for whom prescribed.

Initial Test or Screening Test (LA R.S. 49:1001)

An immunoassay screen to eliminate "negative" urine specimens from further consideration. The guidelines for screening laboratories will be followed pursuant to LA R.S. 49:1008.

Legal Drug (LA R.S. 49:1015)

Drugs prescribed by a licensed practitioner and over-the-counter drugs which have been legally obtained and are being used solely by the individual and for the purpose for which they were prescribed or manufactured in the appropriate amount.

Job-Related Accident/Incident

Any employee behavior (action or inaction) which results in an accident, injury, or illness. Usually the accident/incident results in lost work time by an employee, serious or significant injury or illness to a patient, visitor, or co-worker, or an accident involving a vehicle, equipment, or property.

Medical Review Officer (LA R.S. 49:1001)

A licensed physician responsible for receiving laboratory results generated by employer or testing entity's drug testing program that has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his medical history and any other relevant biomedical information.

Non-Employee

Those who do not receive W-2's from the System Office including but not limited to all contract and subcontract workers (faculty, residents, interns), volunteers, students, laborers or independent agents who are conducting business on behalf of or are providing services for Northwestern State University.

Positive Rate (CFR 382.107)

The number of positive results for random controlled substances tests conducted plus the number of refusals of random controlled substances tests divided by the total of random controlled substances tests.

Pre-employment (LA R.S. 49:1015)

Post-job offer but prior to starting work an employee in a security- or safety-sensitive position must be tested for controlled substances. The employee shall not be allowed to perform safety-sensitive functions unless the employer has received a verified controlled substances negative test result.

Prospective Employee (LA R.S. 49:1001)

Any person who has made application whether oral or written to become an employee.

Post-accident (LA R.S. 49:1015)

A public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident if the accident occurred during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used. Additionally, the employee, under reasonable suspicion of drug impairment, shall be required to submit to a drug test if the accident results in (1) serious injury or a fatality, (2) damage at or above \$1000.00, or (3) causes the release of hazardous waste as defined in R.S. 30:2173(2) or hazardous materials defined in R.S. 32:1502(5).

Public Vehicle (LA R.S.49:1015(F))

Any motor vehicle, watercraft, aircraft, or rail vehicle owned or controlled by the state.

Random Testing (LA R.S. 49:1015)

Employees whose positions are safety- and security-sensitive are eligible for random drug testing for alcohol and controlled substances at all times. A non-discriminating method shall be used to select employees for testing.

Reasonable Suspicion (LA R.S. 49:1015)

Belief based upon reliable, objective, and articulable observation regarding the appearance, behavior, speech, or body odors of an individual and being of sufficient import and quantity to lead a prudent person to suspect that an employee is in violation of this policy. Such determination should be confirmed by a second employee when possible. Recommendation to test will be in writing and will describe the behavior and circumstances observed.

Refusal to Submit (CFR 382.107)

A driver (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, (3) engages in conduct that clearly obstructs the testing process or (4) refuses to submit a blood sample for the alcohol testing process.

Safety-sensitive or security-sensitive position (LA. R.S. 49:1015)

Includes positions where (1) a hazardous condition or practice in the workplace could result in a potential danger which could reasonably cause death or physical harm to individuals, (2) there is access to or there is handling of hazardous wastes or drugs, (3) public safety demands that employees carry deadly weapons in the course and scope of their duties and must be prepared to make clear-headed instant decisions that could cause injury or death or (4) individuals handle drugs. Positions in this area would include nurses, nurse supervisors, counselors, police officers, or security guards.

***Counselors were added to this list in 08/2018. Those counselors who were employed before this time are exempt from position specific testing, unless reasonable suspicion is present, as with any other employee.

(CFR 382.107) Any of those on-duty functions set forth in 395.2 On-Duty Time, paragraphs (1)through (7) as follows: all time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer; all time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR's), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; all time spent at the driving controls of a commercial motor vehicle; all time other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth); all time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Sample (LA R.S. 49:1001)

Urine, blood, saliva, or hair.

Sample Collection (R.S. 49:1006)

Procedures as dictated by state law.

Split Sample (LA R.S. 49:1001)

One urine specimen from one individual that is separated into two specimen containers.

Under the Influence

A drug, chemical substance, or the combination of a drug/chemical substance that affects an employee in any detectable manner. The symptoms or influence are not confined to that consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. Such a determination of influence will be established by a professional opinion or a scientifically valid test.

Workplace

Any location including all property, offices and facilities (including all vehicles and equipment) whether owned, leased or otherwise used by the agency or by an employee on behalf of the agency in the conduct of its business in addition to any location from which an individual conducts agency business while such business is being conducted.

Appendix B

Safety-sensitive or security-sensitive positions (LA R.S. 49:1015)

LA Revised Statute 49:1015. Public employee drug testing:

- A. A public employer may require, as a condition of continued employment, samples from his employees to test for the presence of drugs following an accident during the course and scope of his employment, under other circumstances which result in reasonable suspicion that drugs are being used, or as a part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement.
- B. A public employer may require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.
- C. A public employer may implement a program of random drug testing of those employees who occupy safety-sensitive or security-sensitive positions.
- D. Any public employee drug testing shall occur pursuant to a written policy, duly promulgated, and shall comply with the provisions of this Chapter.
- E. In the event the Louisiana State Racing Commission shall require or conduct drug testing on its employees, agents, and representatives, the Commission shall comply with the provisions of this Part and the Louisiana Administrative Procedure Act as well as seek prior approval of the procedures of the drug testing by the appropriate legislative oversight committee. The failure of the State Racing Commission to receive the required legislative approval shall negate all test results conducted under the non-approved procedures. Any drug testing program or procedure required or conducted by the State Racing Commission shall be applicable and include the members of the State Racing Commission.
- F.
 - (1) A public employer shall require samples to test for the presence of drugs, as a condition of hiring, from prospective employees whose principal responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle, or supervising any public employee who operates or maintains a public vehicle.
 - (2) A public employer shall implement a program of random drug testing of those employees whose principal responsibility is to operate public vehicles, maintain public vehicles, or supervise any public employee who drives or maintains public vehicles.
 - (3)(a) For the purposes of this Subsection, "public vehicle" shall include any motor vehicle, watercraft, aircraft or rail vehicle owned or controlled by the state, (b) For purposes of this Subsection, "public employer" shall mean the state.
 - (4) The provisions of this Subsection shall not be construed so as to supplant any testing program in existence that meets the requirements of the Subsection.

Includes positions where:

1. A hazardous condition or practice in the workplace could result in a potential danger which could reasonably cause death or physical harm to individuals.
2. Operation of machinery and equipment that could cause serious injury to individuals in the work area.
3. Public safety demands that employees carry deadly weapons in the course and scope of their duties and must be prepared to make clear-headed instant decisions that could cause injury or death.
4. Positions with duties that require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.
5. Information Systems Personnel are entrusted with access and control of all computer systems, networks, and data associated with the University. An inadvertent or deliberate act by an employee under the influence of drugs and/or alcohol could result in the inability to sustain operations and permanent loss of critical information. Additionally, unauthorized release of information could result in identity theft.

Positions are included but not limited to:

This will include all levels of employment throughout each department.

- Physical Plant: Plumbing Shop Employees, Electrical Shop Employees, HVAC Shop Employees, Maintenance of Buildings Employees, Equipment Repair Employees, Power Plant Employees, and Physical Plant Administration Employees that have the occasion to operate equipment
- Grounds Employees: All grounds employees.
- University Police: University Police Officers, to include all ranks of officers; Police Officer 1 and 2, Detectives, Sergeants, Lieutenants, Captains, and the Chief or Director of University Police.
- Health Services: Registered Nurses, Licensed Practical Nurses and contract workers.
- Counseling: All members of Counseling Centers.
- Information Systems: All department Personnel.

- Job Titles: (including, but not limited to the following)

University Police Positions

- Director/Chief of University Police
- Police Sergeant/Corporal
- Police Lieutenant
- Police Investigator
- Police Officer 1, 2, or 3
- Police Radio Dispatcher
- Guard

Health Services Positions

- Registered Nurse 1 or 2
- Practical Nurse Licensed 1 or 2
- Nursing Assistant 1
- Director of Infirmary/Wellness Coordinator/R.N.
- Contract Workers

Counseling Positions

- Counselors

General Positions

- Travel Aid/Bus Driver
- Mobile Equipment Operator 1 or 2
- Heavy Mobile Equipment Operator 1 or 2
- Mobile Equipment Maintenance Mechanic
- Mobile Equipment Master Mechanic
- Maintenance Repairman 1 or 2 or Master
- Mobile Equipment Shop Foreman/Superintendent
- Mobile Equipment Overhaul Mechanic

Information Systems Positions

- Director
- Associate Director
- Deputy CIO
- Systems Specialist
- System Administrator
- User Support Specialist
- Network Administrator
- System Support Specialist
- Network Support Specialist
- Software Support Specialist
- System and Software Support Specialist
- Web Applications Developer
- Senior Support Specialist
- Software/Web-Based Applications Support Specialist
- Academic Technology Support Specialist
- Webmaster
- Financial Records Coordinator/Specialist
- Telecommunications Technician
- IT Production Technician 2
- IT Technical Support Analyst 2
- IT Operations Shift Supervisor
- Administrative Assistant 3
- IT Equipment Operator 3
- Administrative Assistant 1

Agreement to Submit to a Drug Test and
Authorization for the release of Medical Information to
Northwestern State University (NSU)

I have been requested to submit to a drug test for the purpose indicated at the bottom of this form. **I have been informed that my agreement to submit to the requested alcohol and/or drug tests is completely voluntary on my part and that I have the right to refuse to submit to the test. I am aware and have been told that my refusal to submit to the screen may be grounds for disciplinary action against me up to and including termination/expulsion.**

I have also been informed and am aware that confidentiality requirements for drug/alcohol patient records under Federal laws and regulations protect results of this drug test. Therefore, I voluntarily agree to the below stated release of the test results.

I, _____, authorize the Medical Facility who will receive the results of my drug test, to disclose those results to the Northwestern State University, Environmental Health & Safety Office.

I understand that the results will be used for the purpose of determining the appropriateness of my employment or continued employment by NSU. I also authorize the EHS Officer to disclose my results to my Supervisor, the Vice President of University Affairs, the Director of Human Resources at NSU, and the appropriate state or federal agency, including the Louisiana Department of State Civil Service.

I **agree** to submit to the drug screen, understanding all statements written above.

Employee's Signature (agreement)

Date

I **refuse** to submit to a drug screen and understand that refusal results in termination.

Employee's Signature (refusal)

Date

Purpose of Drug Screen:

- Pre-Employment
- Post-Accident
- Routine Unannounced
- Reasonable Suspicion
- Follow Up