

Policy and Procedure Manual —April and May 2018 Changes

This document outlines the changes made to OHR's Policy and Procedures Manual in the past 60 days. Please contact OHR at (864) 656-2000 or online at [Ask-HR](#) if you have questions or concerns. Changes can also be viewed in the [Change Log](#).

Updated Policies

[Drug and Alcohol Testing Policy](#) – OHR updated the Drug and Alcohol Testing Policy for Clemson University Police and Fire Department on May 21, 2018, to include the following:

- Reformatted and renamed the policy.
- Added the content from the Alcohol and Controlled Substance Testing Policy (CDL), which was discontinued upon posting of the new Drug and Alcohol Testing Policy
- Streamlined the policy to include (1) who is subject to testing (2) the mandatory processes for all employees subject to testing, and (3) the categories of tests that may be administered to Clemson University personnel subject to testing
- Added [Drug and Alcohol Testing Guidelines](#) in support of the testing policy.
- Added student workers to Police, Fire, and EMS personnel testing pool.
- Developed new content for the *Drug and Alcohol Testing Guidelines*:
 - Clearly articulated who is included in Drug and Alcohol Testing pools
 - Outlined the testing processes, including flow charts and a chart of potential test types
 - Updated information and resources
 - Defined the roles and responsibilities for complying with the Drug and Alcohol Testing Policy
 - Articulated circumstances that trigger mandatory reporting to federal and state entities
 - Articulated circumstances that trigger mandatory reporting from the employee to the employer regarding prescription and over the counter medication use
 - Articulated University recordkeeping procedures
 - Created a Quick Reference for Testing Locations

[University Holidays Policy](#) – OHR updated the Holidays Policy on April 2, 2018, to include the following:

- Changed the name from Holidays Policy to University Holidays Policy.
- Reformatted the policy.
- Included tentative schedule for the second year out, with the ELT having the prerogative to alter as needed.
- Included the dean of the College of Agriculture, Forestry and Life Sciences as responsible for determining and communicating the holiday schedules to be used by employees of Clemson.

Discontinued Policies

[Alcohol and Controlled Substance Testing Policy](#) – On May 21, 2018, OHR discontinued the Alcohol and Controlled Substance Testing Policy. The CDL information contained within was consolidated with the information in the Drug and Alcohol Testing for Clemson University Police and Fire Department Policy to create a single, comprehensive Drug and Alcohol Testing Policy with supporting *Drug and Alcohol Testing Guidelines*.