



OHR POLICY LIBRARY
Drug and Alcohol Testing Policy

Drug and Alcohol Testing Policy
Responsible Executive: CHRO
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

POLICY STATEMENT

Clemson University recognizes that, for individuals required to perform safety-sensitive functions, being under the influence of drugs or alcohol while on the job jeopardizes the safety of both the individual and the entire University community. Therefore, all personnel (employees and student workers) who occupy safety-sensitive positions (and candidates for such positions) are subject to drug and alcohol use restrictions and testing as outlined in this policy.

In support of this policy, Clemson maintains *Drug and Alcohol Testing Guidelines*. Failure to adhere to this policy and the procedures outlined in the guidelines is grounds for discipline, up to and including termination from employment.

REASON FOR POLICY

This policy has the following objectives:

- To maintain a safe and secure campus
- To achieve compliance with federal regulations pursuant to the Omnibus Transportation Employee Testing Act of 1991, and the Drug Free Workplace Act of 1988
- To support the standards of conduct as stated in the University's Drug and Alcohol Policy

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

WHO SHOULD READ THIS POLICY

- Department chairs, deans and division heads
- Hiring managers and supervisors
- Human resources representatives
- Employees occupying positions that require a commercial driver's license (CDL) and their supervisors
- Employees/student workers occupying other safety-sensitive positions, including those in the Clemson University Police Department and Fire Department

WEB ADDRESS FOR THIS POLICY

http://media.clemson.edu/humanres/policies_procedures/Drug_And_Alcohol/Drug%20and%20Alcohol%20Testing%20Policy.pdf

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	Human Resources	(864) 656-2000	https://www.clemson.edu/human-resources/Ask-HR

PRINCIPLES

Safety-Sensitive Positions/Personnel

Any position that requires its occupant to perform safety-sensitive tasks is designated a safety-sensitive position. All employees and student workers who occupy safety-sensitive positions are considered safety-sensitive personnel. Safety-sensitive personnel at Clemson University include the following:

- Any employee in a position that requires the employee to maintain a commercial driver’s license (CDL)
 - o CDL employees must conform to USDOT regulation CFR 49 Part 40.
- Clemson University’s police, fire, and EMS employees and student workers, with the exception of certain job classifications as noted in the *Drug and Alcohol Testing Guidelines*

This policy establishes the following mandated procedures for safety-sensitive positions at Clemson University:

1. All job offers for safety-sensitive positions are contingent upon pre-employment drug testing.
 - a. Any job candidate who refuses to take or tests positive on a pre-employment drug test will not be given further consideration for that position.
2. All safety-sensitive personnel are subject to drug and alcohol use restrictions as outlined in the *Drug and Alcohol Testing Guidelines*.
3. All safety-sensitive personnel are subject to ongoing drug and alcohol testing as outlined in the *Drug and Alcohol Testing Guidelines*.
4. Safety-sensitive personnel are subject to the following drug and/or alcohol testing types as defined and outlined in the *Drug and Alcohol Testing Guidelines*:
 - a. Pre-Employment testing
 - b. Random testing
 - c. Reasonable Suspicion testing
 - d. Post-Accident testing
 - e. Return to Duty testing
 - f. Follow-Up testing
 - g. Weapons Use Incident testing (CUPD only)
5. All safety-sensitive personnel and their supervisors are subject to reporting (use and testing) requirements as outlined in the *Drug and Alcohol Testing Guidelines*.
6. Any individual who fails to satisfy Clemson’s testing standards, including refusal to test, (or, if testing is not possible, whose behavior causes reasonable suspicion of drug or alcohol misuse) shall not perform safety-sensitive tasks unless cleared to do so as outlined in the *Drug and Alcohol Testing Guidelines*.

DEFINITIONS

For definitions, see the *Clemson University Drug and Alcohol Testing Guidelines* or access the [Office of Human Resources' Glossary of Terms](#).

RELATED RESOURCES

University Policies and Documents
Discipline Policy Discipline Policy for Non-Covered Employees Drug and Alcohol Policy Ethics Policy Drug and Alcohol Testing Guidelines
External Documentation
Drug Free Workplace Act of 1988 Omnibus Transportation Employee Testing Act of 1991 Title 56. Motor Vehicles Chapter 1. Driver's License Article 1. General Provisions State of South Carolina Drug Free Workplace Act