

3. Drug Tests/Screens:

CLTCC reserves the right to require drug screening for pre-employment, re-employment or reinstatement. All employees are subject to being tested for drugs under the following circumstances:

A.) Reasonable Suspicion: A belief based on reliable information from independent sources or reliable, objective facts derived from direct observation of behavioral or performance indicators such that a prudent person would suspect that an employee is in violation of this policy.

B.) Commercial Driver's License Requirement: Each employee who is required to obtain a commercial driver's license (CDL) must be tested for drugs, alcohol, or controlled substances in accordance with the provisions of the Omnibus Transportation Employee Testing Act of 1991.

C.) Post-Accident/Incident: Following an accident that occurs during the course and scope of an employee's employment that a) involves violation of safety precautions, b) involves equipment or property damage, c) involves unusually careless acts were performed, d) results in a fatality, e) results in or causes the release of hazardous waste or materials, as defined in R.S. 30:2173(2) and/or R.S. 32:1502(5), or f) involves an on-the-job injury.

D.) Rehabilitative: Required as a part of a monitoring program established by the employer to assure compliance with terms of a rehabilitation agreement. Note: Rehabilitation is not required to be offered. CLTCC reserves the right to ensure that any substance abuse treatment program or facility chosen by an employee to seek rehabilitation meets accreditation or certification to conduct such rehabilitation.

E.) Cost of Testing: CLTCC will pay for any drug or alcohol test that it requests or requires.

F.) Transporting Injured Employee: Supervisor, Campus Dean or a member of CLTCC's Human Resources Department will transport the employee to the medical facility to be tested. *Testing should be conducted within 2 hours of incident.* If not within 2 hours, then the delay should be documented on the "Post-Accident Drug and Alcohol Testing Form."

4. Rights of the Employee/Employer:

A.) Any employee, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

B.) CLTCC, may but is not 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.

5. Confidentiality:

A.) All tests/screening under this policy shall be done in strict confidence. Information obtained from tests/screening will be provided only on a need-to-know basis. Medical information obtained will be protected as confidential unless otherwise required by law or overriding public health concerns.

6. Employer Notification Requirements:

A.) The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervisor within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that CLTCC report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

B.) Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate CLTCC vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

7. Employee Notification:

A.) CLTCC's Human Resources Director, will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs.

B.) All new employees will receive a copy of this policy and will be required to sign that the policy has been received. As a condition of employment, all CLTCC employees must comply with this policy. This signed form will be retained in the employee's personnel file.

8. Posting Requirement:

In accordance with provisions of Act 1027 (1990 Regular Session), drug free zone posters will be posted on a bulletin board and/or other prominent location(s) in each campus of each of the CLTCC institutions.

