



Guideline/Policy Name: **Guidelines for Dealing with Drugs & Alcohol in the Workplace**

Revision Date: 1/1/02

Approved by: Director, University Services Human Resources

The University is a drug and alcohol free workplace. No one should be using or under the influence of alcohol or drugs while they are at work. If you have a situation where an individual is under the influence or you suspect they are, contact your HR Consultant.

Guidelines for Supervisors Dealing with Employees under the Influence

- If you believe an employee is under the influence of alcohol or drugs at work, document the observations you make regarding their behavior (i.e. slurred speech, loss of balance, dilated pupils, loss of coordination, drowsiness, smell of alcohol on breath) by using the attached “Observed Behavior” form.
- When you observe behaviors that you believe are related to the use of drugs or alcohol, have someone else observe the behaviors as well to serve as a witness. Document what each person sees using separate “Observed Behavior” forms.
- If you suspect an employee of being under the influence and have done what is listed above, sit the employee down and ask them, “Are you under the influence of drugs and/or alcohol? Did you use drugs and/or alcohol before coming to work?” Even if the employee says “no”, it doesn’t mean that you cannot discipline the employee.
- As a supervisor, you will need to decide if you have enough information to discipline the employee. You know what the employee’s normal behavior is, so keep your eyes out for the abnormal. Take your information and conduct an investigation with the employee (and a steward for union employees). Present your information to the employee, and give them a chance to respond. Record the statements from both sides on an “Investigation Form”. Talk with your HR Consultant to go over all of the information. After gathering all of the facts and consulting with HR, you can decide if and what level of discipline is appropriate.
- If you do decide to discipline the employee, keep in mind what level of discipline would be appropriate for the given situation. You may also need to take into account any current discipline this employee has in their file.
- If you believe an employee is under the influence of alcohol or drugs in the

workplace, suspend the employee with pay pending an investigation, send them home in a cab, and address discipline when the employee returns.

- If the employee becomes aggressive, abusive or threatening to the safety of anyone, including themselves, call the University Police at 9-1-1.
- NOTE: It is the University's position that anyone who is currently using or under the influence of illegal drugs or alcohol in the workplace is not covered under the Americans with Disabilities Act.

Use of Alcohol and Drugs at Work

If you observe someone using alcohol or drugs at work, get a witness, take the alcohol or drugs away from the employee, suspend the employee with pay pending an investigation, and send the employee home in a cab. Contact your HR Consultant as soon as possible. You can address discipline when the employee returns.

The use or possession of drugs is illegal. If you observe someone using drugs at work, you should also call the University Police at 9-1-1.

Driving University Vehicles Under the Influence of Alcohol and Drugs

If you believe an employee is under the influence of alcohol or drugs while driving a University vehicle refer to the Drug and Alcohol Policy for FMCSA-covered employees of the University of Minnesota.

[Click here for the Drug and Alcohol Policy for FMCSA-covered employees of the University of Minnesota](#)