Reasonable Suspicion Drug and Alcohol Testing

JMU HR Consulting Services

Did you know that JMU Policy 1110 – Alcohol & Other Drugs allows for reasonable suspicion drug and alcohol testing?

Employees will be required to participate in drug and/or alcohol testing when the individual's behavior causes the supervisor to question the employee's ability to perform his/her job duties.

Reasonable suspicion must be documented by the supervisor on the Behavior/Incident Documentation Form and focuses on observable factors which may lead the supervisor to believe the employee is under the influence. Examples of factors which may lead to reasonable suspicion testing include:

- **Behaviors**: Is the employee stumbling, swaying or unable to stand?
- **Speech**: Is the employee incoherent or slurring their words?
- **Odor**: Is the smell of alcohol or marijuana present?
- **Appearance**: Are the employee's eyes bloodshot, pupils dilated, face flushed or sweaty?
- **Movements**: Is the employee fumbling, hyperactive or acting erratically?

If you have reason to believe that an employee is under the influence of drugs or alcohol, it is imperative to document the observable behaviors and contact your HR Consultant immediately.