

North Dakota State University

Policy Manual

SECTION 161.1 DRUG AND ALCOHOL TESTING

SOURCE: NDUS Human Resource Policy Manual, Section 3

1. After a conditional offer of employment, applicants for positions that require a Commercial Driver's License (CDL) or a pilot's license will be required to take a drug and alcohol test. These tests will be conducted in the manner prescribed by the Department of Transportation (DOT) or the Federal Aviation Administration (FAA), respectively. In addition, applicants must sign a written agreement authorizing former employers to release to the institution all information on the applicant's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results and refusals to be tested within the preceding two (2) years. Failure to pass this test or sign the written authorization will result in a withdrawal of the offer of employment.
2. Current employees in positions that require a Commercial Driver's License (CDL) or a pilot's license will be required to undergo drug and alcohol testing under the following circumstances:
 - a. Reasonable suspicion
 - b. Post-accident
 - c. Return-to duty following a violation of DOT or FAA drug/alcohol testing regulations
 - d. Follow-up testing as directed by a Substance Abuse Professional (SAP) from the faculty and staff assistance program
 - e. A random testing program

Employees who do not pass the test, or those who refuse to test, are subject to disciplinary action up to and including termination.

3. NDSU's full policy on drug and alcohol testing is given to applicants for, and current employees in, positions that require a Commercial Driver's License or a pilot's license. Receipt of this document must be acknowledged in writing by the applicant or employee.

HISTORY:

New	February 1996
Amended	August 1997
Housekeeping	December 28, 2010