



EMPLOYEE DRUG TESTING PROCEDURE

PERSONNEL | 300.342A

Last Evaluation

3/13/2026

Executive Staff Review

06/22/2026

1. Procedure Statement

This document outlines the procedures for drug testing employees when there is reasonable suspicion that the employee is not fit for duty and may be under the influence of alcohol or drugs.

2. Definitions

Utah Code Section 34-41-104 - mandates that local governments and state institutions of higher education use independent, certified laboratories to collect and test drug samples for employees and volunteers. It ensures proper chain of custody, privacy, and requires that testing be paid for by the entity and conducted during work hours.

3. References

MTECH 300.342 Substance Use Policy

4. Procedure

When an employee is unfit for duty or when a supervisor has reasonable grounds to suspect an employee is not fit for duty, security should be notified immediately. A member of security should remove the employee from the workplace to a safe, nonthreatening environment. An employee's refusal to leave the workplace will be considered insubordination and may result in disciplinary action. Without making a specific diagnosis, security should meet

with the employee and others as needed, as soon as possible, to determine whether there is sufficient evidence to support a violation of this policy.

5. Grounds for Testing

- 5.1 Reasonable Suspicion: A drug test may be administered to an individual when a supervisor or other responsible administrator concludes, after reviewing the facts and circumstances, that it is more likely than not the individual has engaged in conduct which violates this policy.
- 5.2 Reasonable suspicion of drug and /or alcohol use may be based on:
 - 5.2.1 observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;
 - 5.2.2 a pattern of abnormal conduct or erratic behavior;
 - 5.2.3 information provided by reliable and credible sources regarding the covered individual's violation of this policy; or
 - 5.2.4 newly discovered evidence that the employee tampered with a previous drug test.
- 5.3 All employees tested under this provision shall be placed on paid administrative leave pending the results and review of the drug test by the designated management official. Tested volunteers will be temporarily relieved from service.
- 5.4 Agency Directives: Individuals may be tested as required or requested by state or federal agencies, including Post-Accident Testing, Random Testing, Reasonable Suspicion Testing, and Return to Duty Testing.

6. Testing Process

- 6.1 The collection and testing of samples shall be conducted in accordance with Section 34-41-104 of the Utah Code and not necessarily limited to circumstances where there are indications of individual job-related impairment of an employee or volunteer.
- 6.2 Current employees who fail to report to the collection site at the designated time or who fail to provide a specimen suitable for testing shall be deemed to have failed the test. Volunteers who fail to report for testing will be immediately relieved from service.

- 6.3 Human Resources will designate the testing location and the specific window of time in which the test must be completed.
- 6.4 If an employee or volunteer requires transportation, the college will reimburse mileage, or Human Resources will make the arrangements at the college's expense.
- 6.5 Upon arrival at the collection site, the individual will be asked to sign a waiver consenting to the test. Refusing to consent to a test will be grounds for employee discipline, up to and including termination. Volunteers who refuse to consent will be immediately relieved from service.

7. Drug Test Results

- 7.1 All information related to test results and subsequent substance abuse treatment will be treated confidentially and will be placed in a file managed by the Director of Human Resources, separate from the employee's personnel file. Personnel files will only include the pass/ fail result from the test and the prohibited substance that resulted in a "failed" test.

8. Drug Test Sanctions

- 8.1 Employees: Because all MTECH employees are employed on an at-will basis, an employee who fails a drug test may be terminated immediately. However, MTECH reserves the right to impose the following progressive sanctions.
 - 8.1.1 First failed drug test, five (5) consecutive work days of unpaid administrative leave, and required participation in a substance abuse rehabilitation program at the employee's expense. The employee will be subject to additional random drug testing (up to six (6) times per year) for the period of two years after the failed drug test.
 - 8.1.2 Second failed drug test, ten (10) consecutive work days of unpaid administrative leave and re-enrollment in a substance abuse rehabilitation program at the employee's expense. The employee will be subject to additional random drug testing for the period of five years after the second failed drug test.
 - 8.1.3 The third failed drug test results in automatic termination. The individual would then be ineligible for rehire for one year following termination.

- 8.2 Employees will coordinate with the AVP or Director of Human Resources to verify participation in rehabilitation programs.
- 8.3 MTECH reserves the right to refer all suspected violations of this policy to the appropriate law enforcement agencies.
- 8.4 In all cases, the president of the college, in coordination with the AVP of Human Resources, or designee, may amend any of the previously mentioned progressive sanctions as deemed appropriate and necessary.

Revision History

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11/2/2015	11/2015
8/4/2017	8/7/2017
11/6/2020	11/9/2020
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