

Reasonable Suspicion Conversation Worksheet

This worksheet should be used in conjunction with the guidance found on the HR website “[Drug Free Workplace Information for Leaders and Employees: What it means and how to address concerns](#).” The leader should utilize this worksheet when having a conversation with an employee whom they are concerned is not capable of safely or appropriately performing their job duties and may be under the influence of controlled substances or alcohol also known as Reasonable Suspicion (see [What is Reasonable Suspicion?](#) on the HR website for additional information .

This worksheet is utilized after two [Reasonable Suspicion Checklists](#) (unless only one is possible have been completed by two different leaders. Leaders should review the entire worksheet before meeting with the employee. If the employee is subject to drug and alcohol testing, print and review the appropriate documents in [Step 5](#) of this Worksheet.

Additional information can be found on the HR website: [Drug Free Workplace Information for Leaders and Employees: What it means and how to address concerns](#)

Employee Name: _____ WSU ID: _____

Position: _____ Date and Time of _____

Location of Conversation: _____ Conversation: _____

Leader: _____

Prohibited behavior that is suspected: _____

Step One: Fill this out prior to the meeting with the employee.

List below what has been observed which raises concerns that the employee may be unable to safely perform their job duties. List the physical and behavioral characteristics that have been observed and any other relevant information (such as an accident or damage to property).

Step Two: Record below the employee's perspective.

Have a conversation with the employee in a private meeting space. If the employee's position is covered by an MOA, ensure any applicable appropriate additional rules are followed.

Ask the employee to explain the situation and record their explanation below:

Step Three:

Action	Initial if Completed
If the explanation provides significant information for leadership to feel comfortable with allowing the employee to continue working, thank the employee for the information, explain that leadership must always ensure the workplace is safe for all employees. You should consult with your HRBP to determine if additional coaching is appropriate for the situation.	
There are some medical situations that can present as intoxication such as low blood sugar, or side effects from an over the counter or legally prescribed medication. If the employee reveals they need medical treatment, follow the appropriate steps to assist them such as 1) If the employee can communicate their medical needs, follow the employees' instructions. 2) If the employee is not capable of communicating their medical needs call 316-978-3450 on campus or 911 if off-campus.	

If neither are true, proceed to Step Four unless the employee is in a safety sensitive position or their position requires a CDL. If the employee is in one of those two positions, skip to Step Five.	
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Step Four: If neither are true from Step Three and the employee is not in a safety sensitive position or in a position that requires a CDL.

Action	Initial if Completed
<p>Notify the employee that they currently do not seem to be fit to perform their job duties. Let them know they need to arrange transportation home. (It is not appropriate to take their keys.) The employee can call family, a friend, a rideshare service or walk home. Neither the leader nor other working employees should take the employee home. If the employee does not arrange for transportation home, the leader should take steps to mitigate the risk to the employee or others including arranging for paid transportation (Uber, Lyft, Cab). If the employee will not pay for the transportation home, the leader can, if they are willing, pay for the transportation and submit the expense for reimbursement. However, this is a taxable benefit to the employee. The leader should let the employee know the leader can pay for the transportation, however the employee will be taxed on the cost of that transportation on their next paycheck. When the leader submits the reimbursement request, they should also email payroll stating the employee (name and WSU Id) needs to have \$\$ added as a fringe benefit FBN for a benefit received. The reason for the fringe benefit should not be disclosed to payroll. If the employee is observed driving under the influence and potentially harming themselves or others the leader should notify law enforcement of the incident by calling WSUPD at 316-978-3450 or 911 if off-campus. If possible, notify the employee that you are or will be, if they choose to drive home notifying WSUPD.</p>	
<p>Notify the employee that they will be paid through the end of their shift and should return for their next scheduled shift.</p>	
<p>The leader should also share information about the Employee Assistance Program (EAP) which in addition to many other services, also provides counseling for alcohol and drug problems, which includes 8 free sessions. The leader can offer to assist the employee in calling EAP, if appropriate.</p>	
<p>After meeting with the employee and sending them home for the day, consult with your HRBP if you have any concerns about the employee returning to work and performing their job duties safely for their next scheduled shift.</p> <p>NOTE: Generally, employees in safety sensitive positions or a position utilizing a commercial driver’s license will automatically be placed on administrative leave in order to wait for the results of the drug screening. If an Administrative Leave Memo is needed, the conversation with the assigned HRBP is to take place prior to meeting with the employee. The HRBP will provide the appropriate memo and provide guidance on that process.</p>	

Step Five: Safety Sensitive Position or Position Requiring CDL

Action	Initial if Completed
<p>If the employee is in a safety sensitive position or their position utilizes a CDL, the leader should have the following forms ready from the KS Department of Administration, Drug Screening Website. For safety sensitive positions:</p>	

- [Non-DOT Collection Site Passport \(DA-231\)](#)
- [Non-DOT Acknowledgement form \(DA-412\)](#)

For employees in a position utilizing a Commercial Driver's License:

- [Non-DOT Collection Site Passport DA-231](#)
- [Non-DOT CDL Acknowledgement Form \(DA-291\)](#)

Click [here](#) for the Reasonable Suspicion Clinic Location Information to determine the testing location options.

Safety Sensitive Positions:

If the employee is in a safety sensitive position within WSUPD, a member of WSUPD's leadership may transport the employee to the clinic for testing in a WSUPD vehicle.

CDL Positions:

If the employee is in a position requiring a CDL they should make arrangements to report to the testing location. The employee can call family, a friend, a rideshare service or walk home. Neither the leader nor other working employees should take the employee home. If the employee does not arrange for transportation home, the leader should take steps to mitigate the risk to the employee or others including arranging for paid transportation (Uber, Lyft, Cab). If the employee will not pay for the transportation home, the leader can, if they are willing, pay for the transportation and submit the expense for reimbursement. However, this is a taxable benefit to the employee. The leader should let the employee know the leader can pay for the transportation, however the employee will be taxed on the cost of that transportation on their next paycheck. When the leader submits the reimbursement request, they should also email payroll stating the employee name and WSU ID needs to have \$\$ added as a fringe benefit FBN for a benefit received. The reason for the fringe benefit should not be disclosed to payroll. If the employee is observed driving under the influence and potentially harming themselves or others, the leader should notify law enforcement of the incident by calling WSUPD at 316-978-3045 or 911 if off-campus. If possible, notify the employee that you are (or will be if they choose to drive home notifying law enforcement. Suggestions include the employee calling a family member or friend, calling for a rideshare service, or walking (if reasonable ; the leader should not take the employee home. Upon completion of the testing the employee should arrange for transportation home.

The leader should notify the HRBP of the testing so the HRBP can obtain the drug screening results. The results generally take 2 to 4 days to receive results.

The leaders should return to the website section "[\[REDACTED\]](#)" for additional information.

Once all steps have been taken as outlined on this worksheet , the leader should email this worksheet to their HRBP within 24 hours.