

# **CHECKLIST FOR SUPERVISOR/MANAGERS REQUESTING A "REASONABLE SUSPICION DRUG TEST"**

When there is reasonable suspicion to believe an employee is under the influence of drugs or alcohol during working hours, the supervisor/manager must check off those items that are applicable to the employee.

\_\_\_\_\_  
Name of Employee

was required to be tested, upon reasonable cause, for the use of alcohol and/or controlled substances on: \_\_\_\_\_, 20 \_\_\_\_.

The following supervisor(s) witnessed the following behavior:

### **Physical Signs or Conditions**

- Breath smells of alcohol
- Glassy eyes, dilated pupils
- Weariness, exhaustion
- Unusual untidiness
- Yawning excessively
- Blank stare
- Slurred speech
- Sleepiness (nodding)
- Unsteady walk
- Tremors/nervousness
- Sunglasses worn at inappropriate times
- Unusual effort to cover arms
- Changes in appearance after lunch or break

### **Actions**

- Withdrawn or improperly talkative
- Spends excessive amount of time on telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues
- Borrowing money from fellow employees
- Frequent non-work related visits by strangers or employees from other areas
- Unauthorized meetings with employees in remote work areas
- Resident complaints

### **Accidents**

- Taking needless risks
- Disregard for safety of others
- Higher than average accident rate on the job

**Work Patterns**

- Inconsistency in quality of work
- High/low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in remembering own mistakes
- Difficulty in recalling instructions
- Using more time to complete work/missing deadlines
- Difficulty in sorting out priority items from non-essential ones
- Increased personal phone calls

**Mood**

- Appears to be depressed all the time or extremely anxious all the time
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch

**Absenteeism**

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, and before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusual or questionable excuses for absences
- Unusually high incidence of colds, flue, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to bathroom and water fountain)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

