



SAINT LOUIS UNIVERSITY

POLYGRAPH TESTING POLICY

Procedure Number:

Version Number: 2

Classification:

Effective Date: 7/7/11

Responsible University Office: Vice President Human Resources

1.0 INTRODUCTION

The use of polygraph testing is highly regulated and will only be used by the University consistent with applicable legal requirements.

2.0 PURPOSE

This policy establishes procedures that must be strictly observed in order to ensure compliance with legal requirements.

3.0 PERSONNEL AFFECTED

This policy applies to all full-time, part-time and temporary staff, faculty, and residents (housestaff) including those in an "on-call" status, of Saint Louis University with the exception of those covered under a collective bargaining agreement, unless said agreement permits such testing.

4.0 DEFINITIONS

Polygraph testing includes all "lie detector" tests including polygraph, deceptograph, voice stress analysis, psychological stress evaluator, or any other similar device that is used, or the results of which are used, for the purpose of rendering a diagnostic opinion regarding the honesty or dishonesty of an individual.

5.0 POLICY

Saint Louis University, in general, discourages the use of polygraph testing of prospective or current employees. Any exceptions to this policy must be granted by the Vice President of Human Resources and the General Counsel's Office. Testing may be used to investigate a current employee's alleged involvement in economic loss, crime, injury to the University, or

distribution or dispensing of a controlled substance where there is reasonable suspicion that the employee was involved said incident or activity. The University will comply with all requirements of the Employee Polygraph Protection Act of 1988 (“the Act”). When polygraph examinations are allowed, they are subject to strict standards for the conduct of the test, including the pretest, testing, and post-testing phases.

6.0 RESPONSIBILITIES

The Vice President Human Resources and the General Counsel must approve the use of the polygraph testing. The Assistant Vice President, Department Public Safety and Emergency Preparedness, will coordinate implementation of this policy.

7.0 PROCEDURES

Supervisors are responsible for notifying their Human Resources Consultant when an incident or activity has occurred resulting in reasonable suspicion of employee involvement in economic loss, crime, injury to the University, or distribution or dispensing of a controlled substance. An investigation will ensue to determine if it would be advisable to seek approval for a polygraph test. If it is deemed to be advisable, the Human Resources Consultant will seek appropriate approval to proceed.

If approved, and the University decides to proceed with testing, Human Resources shall work together with the General Counsel’s Office and DPSSS to coordinate the testing arrangements. The examiner must be licensed and bonded or have professional liability coverage. The University shall make reasonable efforts to assure that disclosure of information obtained during a polygraph test shall be subject to restrictions according to the Act.

8.0 REFERENCES

Substance Abuse Prevention and Testing Policy