

UNIVERSITY SUBSTANCE ABUSE POLICY

Purpose

In keeping with the mission of the University and its commitment to provide an alcohol- and drug-free work environment, the University has formulated the following policy regarding alcohol and drugs.

Applicability

This policy applies to all employees, including those persons who are classified as faculty members, staff members and student workers. This policy also applies to independent contractors employed directly by the University.

Definitions

Substance means any drug (including alcohol) that has known mind- or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. Alcohol in this context means beer, wine, and all forms of distilled liquor, or any beverage, mixture, or preparation containing ethyl alcohol.

Prohibitions

All University employees are required to be completely free of illegal drugs. The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia, or look-alike (simulated) drugs as well as the unauthorized use or possession of alcohol while performing work for the University.

University employees and independent contractors must not report or work or be on University-controlled property while under the influence of any drug, alcohol, or other substance which will in any way affect their work performance, alertness, coordination, or response, or affect the safety of others on the job, or which would effect their ability to represent the University appropriately.

At no time or place shall an employee use or be under the influence of drugs or alcohol or any mind-altering substance while driving, riding, or sitting in a University vehicle.

Medically Authorized Drugs

Employees who are required to use a medically prescribed or over-the-counter drug which may impair or affect their alertness, coordination, or responses must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether a prescribed or over-the-counter drug may impair job performance.

The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that use of the drug will not impair the ability of the employee to perform their job properly and safely.

Fitness for Duty – Examinations and Testing

The University reserves the right to require that an employee submit to a physical examination or clinical testing designed to detect the presence of alcohol and/or drugs when there are reasonable grounds for believing the employee is under the influence of, or improperly using, alcohol and/or drugs in violation of this policy.

In compliance with federal and state law, certain regulated positions at the University require pre-employment, random, post-accident, reasonable suspicion, and return-to-duty drug and alcohol testing.

The University reserves the right to request an employee seeking accommodation to provide confirmation of compliance and attendance in a substance abuse program and a medical certificate stating the employee is fit for duty, and may request the employee submit to a drug test upon completion of a substance abuse program.

Voluntary Employee Assistance and Job Accommodation

Employees who voluntarily seek accommodation for a drug- or alcohol-related problem may do so without jeopardizing their employment status, provided a recognizable treatment and rehabilitation program is followed and the employee's work performance is acceptable. In some cases, temporary reassignment to another position may be necessary.

Staff employees seeking accommodation are expected to contact the Center for Human Resources. Faculty employees are expected to seek accommodation through the Provost's Office. Student employees are expected to seek accommodation through the Student Employment Office.

Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those with a legitimate, work-related need to know will have access to such information.

Reporting Obligations

In accordance with and pursuant to the requirements of the Drug-Free Workplace Act of 1988:

1. Any staff employee must notify the Chief Human Resources officer within five days of any conviction for criminal conduct related to drugs in the workplace; and
2. Any faculty employee must notify the Provost's Office within five days of any conviction for criminal conduct related to drugs in the workplace.

Disciplinary Action

Employees who violate this policy in any way, or who refuse to cooperate with any aspect of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment, even for a first offense. Independent contractors who violate this policy may be barred from the premises, even for a first offense.

Inquiries regarding this policy may be addressed to the Chief Human Resources officer.