

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.2	Alcohol, Drug and Chemical Matters	Revised:	November 2008
Policy 8.2.1	Policy	Responsibility:	Vice President for Human Resources

POLICY

Overview

The purpose of this statement is to comply with the federal Safe and Drug-Free Schools and Communities Act Amendment of 1989 and the Drug-Free Workplace Act of 1988. The statements provided below represent Health Science Center policy with regard to the abuse and/or distribution of alcohol, drugs, and controlled substances by faculty and staff.

Policy

1. The unlawful manufacture, sale, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and on any property under the control of the Health Science Center. A controlled substance is any substance so defined by federal or state statute or regulation.
 2. Alcoholic beverages on Health Science Center property are permissible only by prior written Presidential approval for specific events. See [Section 8.2.3](#), "Use of Alcoholic Beverages on Campus", of the *Handbook of Operating Procedures*.
 3. These standards of conduct apply to all persons connected with the institution as employees:
 - a. The unauthorized purchase, manufacture, distribution, possession, sale, storage or use of alcohol, illegal drugs or controlled substances while on duty, while in or on premises or property owned or controlled by the Health Science Center premises is prohibited by University policy and will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination depending upon the circumstances.
 - b. Any employee who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on premises controlled by the University shall report such action to the Vice President for Human Resources within five (5) days.
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- c. Notifying the Federal Agency within ten (10) days after notice of an employee conviction, and taking appropriate action within thirty (30) days of the notice of employee conviction.
 - 4. An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

Assistance

Employees of the Health Science Center in need of assistance with an alcohol or drug abuse problem may take advantage of professional referral programs. The Family Service Association (Association) provides information on private community organizations involved in rehabilitation programs for alcohol and drug impairment. The number for the Association is (210) 226-3391.
