

University Enterprises, Inc. Policies and Procedures		Policy No. 910
Section:	Human Resources	
Policy:	Drug-Free Workplace	
Revised Date:	December 11, 1998	

Drug-Free Workplace

I. PURPOSE

To comply with the requirements of the Drug-Free Workplace regulations and to ensure a workplace that is free from illegal drug activity.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

It is the policy of UEI to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and/or controlled substances in the workplace. This prohibition also covers all legal or prescription drugs that impair an employee's ability to perform his or her job safely or properly.

University Enterprises, Inc. maintains routine communication of this policy to all employees in addition to informing employees of the dangers of drug abuse in the workplace. Employees in need of counseling or other related assistance will be provided with referrals to employee assistance programs.

Employees who violate this policy will be subject to disciplinary action up to and including dismissal.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Any supervisor who becomes aware of an employee who is demonstrating behavior patterns that appear to be related to illegal drug activity should report the observed behavior to the Director, Human Resources.
- B. An employee convicted of a criminal drug offense must notify either his or her supervisor or the Director, Human Resources within five days after the conviction.
- C. The Director, Human Resources is responsible for ensuring that federal or state agencies providing funds or contracts to UEI are notified of any convictions for a criminal drug offense of a UEI employee under the federal or state contract, within 10 days after UEI learns of the conviction.
- D. The Director, Human Resources may elect to follow either of the following procedures in dealing with a convicted employee depending on the circumstances involved:
 1. Require the employee be referred to complete a drug rehabilitation program.
 2. Initiate disciplinary proceedings up to and including dismissal.
- E. If an employee's work performance becomes disrupted for reasons believed to be linked to illegal drug activity, the employee, his or her possessions, and UEI issued equipment and containers under his or her control may be subject to surveillance and search.

V. RELATED POLICIES

Policy No. 125	Employee Assistance Program
Policy No. 605	Standards of Conduct
Policy No. 635	Employee Discipline
Policy No. 805	Employee Separation