

700.5 Alcohol/Drug Free Workplace

It is Facilities Management's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on university premises and while conducting business-related activities off university premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. This includes showing up for work under the influence of such substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger themselves or other individuals in the workplace.

Although the law requires the imposition of punitive sanctions, the university and Facilities Management believes those who want and need assistance with drug and alcohol problems deserve an opportunity to get help and to recover.

For first offenses, employees determined to be in violation of this policy will be issued a corrective action, requested to schedule, and attend a substance abuse evaluation within two weeks of the corrective action notice. The employee will be requested to inform his/her supervisor of the evaluation outcome, and to abide by all recommendations that result from the evaluation. The employee will also be requested to provide their supervisor with information confirming compliance with the evaluation recommendations. The employee will be placed on Leave Without Pay (LWOP) until compliance with the evaluation request. Failure to comply with the evaluation request and subsequent recommendations will result in a recommendation for disciplinary action that might include dismissal. All second offenses will result in a recommendation for disciplinary action that might include dismissal.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. (See 100.14 - Return to Work). They may also wish to discuss these matters with their supervisor or the Personnel Office, Facilities Management, to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action, may request approval to take annual leave, sick leave, leave without pay, or family medical leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Facilities Management and university policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Facilities Management any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Facilities Management of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Personnel Office, Facilities Management, without fear of reprisal.