

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR -23
Drug Free Work place

SUBJECT: Drug Free Workplace

PURPOSE: To establish a policy to provide a workplace for Sam Houston State University employees that is drug free in compliance with the Anti-Drug Abuse Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989.

POLICY: It is the policy of Sam Houston State University (University) that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace of University. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

CONTENTS: 1. Drug Free Awareness
2. Conditions of Employment
3. Notice of Conviction
4. Response to Conviction

1. Drug Free Awareness --- A Drug Free Awareness Program established to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The University's policy of maintaining a drug free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs;
- d. The penalties that may be imposed upon employees for drug abuse violations; and
- e. The Human Resources Department provides Drug Free Awareness information to all new employees at the time of employment and current employees annually.

2. Conditions of Employment --- As a condition of employment at the University the employee will:

- a. Abide by the terms of this policy.
- b. Notify the AVP of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

3. Notice of Conviction --- The University will notify contracting or granting agencies within ten (10) days after receiving a notice of a conviction from an employee or otherwise receiving actual notice of the conviction.

4. Response to Conviction --- The University will, within thirty (30) days after receiving notice from an employee of a conviction as described in 2.b. above, respond as follows:

- a. take appropriate personnel action against the employee up to and including termination; or
- b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other approogrta. rug1.4 MCID 100 >>BDC -8r6.4 (ug1.3 MCID 10/TT1 9.96 Tf Tw ()Tj -0.r)JTJ 66.robby:29 Td (43TJ 0 T