



Alcohol and Drug-Free Workplace Policy CO-CE-PR3

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: aim@uta.edu

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I. **General**

The University of Texas at Arlington is required by the Drug-Free Workplace Act of 1988 (41 U.S.C.A. 701-707) and the Drug-Free Schools and Communities Act Amendments of 1989, to notify all employees that the unlawful manufacture, sale, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by the Federal or State statute or regulation.

An employee who is convicted (including a plea or 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 or property owned by the University shall report such action in writing to the Vice President for Human Resources within five (5) days. Failure to do so will be grounds for disciplinary action.

A supervisor who receives notice of an employee's conviction must make a report to a contracting officer if required under the terms of the grant or contract within 10 days. A supervisor must initiate a personnel action if required under the terms of the grant or contract within 30 days. Failure to do so if required will be grounds for disciplinary action.

II. **Purpose**

The purpose of this statement is to establish policy for employees of The University of Texas at Arlington concerning manufacture, sale, possession, distribution, storage and/or use of alcohol or illegal drugs.

- A. during working hours;

- B. in a manner while off duty that impairs on-duty work performance; or
- C. in a manner while in attendance at an official University function or at an authorized University site that adversely affects the performance of the employee or may adversely affect the health or safety of any other person.

III. **Enforcement**

- A. An employee who violates the following policy may be subject to legal sanctions resulting from civil or criminal actions, disciplinary actions and/or including termination.
- B. At the discretion of the University the employee may be referred to an assistance program and/or may be required to participate in and satisfactorily complete a chemical abuse rehabilitation program as a condition of continued employment.
- C. The provisions of this drug and alcohol policy do not relieve an employee from requirements pursuant to other University policies on drugs and alcohol.

IV. **Policy**

- A. Unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on-duty while in or on premises or property owned or controlled by the University, or while in vehicles used for University business are prohibited.
- B. The unauthorized use or possession of alcohol while on-duty or while in vehicles used for University business is prohibited.
- C. Use of alcohol or an illegal drug or controlled substance while not on-duty, which adversely affects job performance or may adversely affect the health or safety of other employees, students, visitors, or patients is prohibited.
- D. Use of alcohol at an authorized University function, in the course of official University business, or at an authorized University site, which adversely affects job performance or may adversely affect the health or safety of any other person is prohibited.
- E. The employee must heed warnings about prescribed or over-the-counter medication and its impact on work performance or on individual or job safety. A supervisor's advice and assistance may be necessary when job adjustments are required to ensure an employee's ability to perform assigned work in a safe manner because of use of such medications.
- F. Distribution to others of a drug or controlled substance obtained pursuant to a prescription, except by duly licensed and certified persons, while on-duty or while in or on premises or property controlled by the University is prohibited.

- G. Employees who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources.
- H. At the discretion of the University, the employee may be referred to an assistance program and may be required to participate in and satisfactorily complete a chemical abuse rehabilitation program as a condition of continued employment.
- I. Employees may be required to undergo drug and/or alcohol testing when a supervisor observes an employee exhibiting such appearance and behavior in violation of this policy.
- J. Employees may be required to undergo drug and alcohol testing pursuant to drug and alcohol program requirements for specific positions.
- K. Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the University community in understanding and dealing with drug and alcohol abuse problems. University employees can learn about the dangers of substance abuse and get information about treatment and counseling options available to the University community through the Employee Assistance Program and the Office of Human Resources. Employees who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources.
- L. The University will provide training to those individuals with supervisory responsibility over positions with duties that require drug testing when such training is required by law.