

## 580 DRUG FREE WORKPLACE POLICY

*Policy 580 was included in the 2001 University Handbook revision and was amended by the ISU Board of Trustees as follows: Section 580.5 amended December 18, 2009.*

### Preamble

The Drug-Free workplace Act of 1988 required the adoption of a policy to create and maintain a drug-free workplace. Drug abuse in the workplace is contrary to the goals and objectives of Indiana State University.

**580.1 Policy.** The policy of the University shall be as follows: the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in any part of the University is prohibited.

**580.1.1 Condition of Employment.** The above is a condition of employment, and all employment must abide by its terms.

**580.2 Violations.** Any violation of this policy may be cause for:

- (a) Referral to the Employee Assistance Program for evaluation and for possible treatment.
- (b) Participation in a drug rehabilitation program;
- (c) Suspension from duty; and/or
- (d) Termination of employment.

**580.3 Employee Assistance Program.** Programs will be available through the Employee Assistance Program to evaluate and inform employees about:

- (a) University policies pertaining to a drug-free workplace;
- (b) The dangers of drug abuse;
- (c) The services and assistance provided confidentially by the Employee Assistance Program.

**580.4 Notification Requirement.** Any faculty or staff member convicted of a drug violation arising out of conduct occurring in the workplace must notify either the Human Resources Office or the appropriate vice president of the conviction no later than five (5) days after the conviction.

**580.5 Grant or Contract Employees.** Certain grants and contracts awarded by federal, state, or local agencies or other grantors may require notification of the conviction. If the convicted employee is working under a grant or contract subject to the Drug-Free Workplace Act, ISU shall notify the grantor of the award of the employee's conviction within ten (10) calendar days of receipt of such notice either from the employee or as otherwise received.

**580.6 Failure to Adhere to Policy.** Failure to adhere to this policy can result in the University's ineligibility to receive any grant funds or federal contracts for up to five (5) years.

**580.7 Additional Information.** Further detailed information is available in the Human Resources Office.

*Last revised February 1, 2011.*