The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.010 Drug-Free Workplace	**Human Resources**

Policy Statement. The University of North Texas at Dallas is committed to maintaining a work environment free from the illegal use, manufacture, sale, distribution, dispensation, or possession of drugs, such conduct being strictly prohibited in the workplace, on the campus, or as part of any University activity. Additionally the use of alcoholic beverages is prohibited on the campus or as part of any University activity unless approved by the appropriate official for sponsored events where alcoholic beverages may be legally distributed.

Application of Policy. This policy applies to all employees.

Definitions.

1. Alcoholic Beverage. "Alcoholic Beverage" means alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.

2. Illegal Drug or Controlled Substance. "Illegal Drug or Controlled Substance" means any drug or substance as defined by federal or state law.

3. Workplace. "Workplace" means any location where official university business is performed, including all buildings, grounds, vehicles, rental spaces, affiliated universities and off-campus university activities.

Procedures and Responsibilities.

1. The University shall publish an annual statement notifying employees of this policy.

    Responsible Party: President

2. **Awareness Program**. The University shall publish information about the drug-free awareness program to include:

    i.   standards of conduct that, at a minimum, clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

    ii.   description of the applicable legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;

iii. dangers of drug abuse in the workplace;

iv. available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

v. penalties or sanctions that may be imposed on employees for drug abuse violations occurring in the workplace.

Responsible Party: President, Human Resources, and Office of Student Life and Success

3. **Notification of Employees**. The University shall notify employees that as a condition of employment, they:

i. must abide by this policy; and,

ii. notify the University, within five calendar days after conviction of a drug or alcohol violation.

Responsible Party: Supervisor and Human Resources

4. **Other Notifications**. The University shall notify a contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a drug violation in the workplace.

Responsible Party: Supervisor

5. **Enforcement**.
i. An employee, who violates this policy is subject to disciplinary action, including termination, and referral for prosecution.

ii. An employee may be referred to an assistance program and/or required to satisfactorily complete a chemical abuse rehabilitation program as a condition of continued employment.

Responsible Party: Supervisor

6.   **Testing**. Employees may be required to undergo drug and/or alcohol testing following an accident or incident where use of drugs or alcohol may have been a contributing factor.

> Responsible Party: Employees and Human Resources

7.   **Reporting**. The University shall conduct a biennial review by the institution of its program to:

    i.   determine its effectiveness and implement changes to the program if needed; and

    ii.   evaluate whether sanctions required by this policy are consistently enforced.

> Responsible Party: Human Resources and Office of Student Life and Success

References and Cross-references.

Drug Free Workplace Act of 1988

Texas Alcoholic Beverage Code, Chapter 1

 Drug Free Workplace Act of 1988 and Drug Free Schools and Communities Act of 1989

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