



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.15 Drug-Free and Alcohol-Free Workplace

Issuance Status and Effective Date: July 2011

1. Policy

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also subscribes to the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989.

2. Prohibitions

The manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on the campus and properties of the University of Hartford.

The unsanctioned/unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages is prohibited on the campus and properties of the University of Hartford. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

3. Certifications/Notifications

- a. Any University employee receiving a federal grant and/or contract greater than \$25,000 will be required to certify that they will conform to the Drug-free and Alcohol-free Workplace Policy. (See sample statement.)
- b. Any person receiving funds through a federal grant and/or contract totaling \$25,000 or more who is convicted of a drug offense in the workplace shall notify the University within five days of conviction. The University is required to notify the funding agency of the conviction within 10 days of receiving such notice from the employee, or of otherwise receiving actual notice of such conviction.

4. Sanctions

In cases where an individual is found to be in violation of this policy, the University will take one of the following actions within 30 days of receiving notice:

- a. take appropriate disciplinary action, up to and including termination and/or criminal prosecution; or
- b. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The University's EAP may serve this function (See also **5.13, Employee Assistance Program**).

SAMPLE STATEMENT AS PER 3a.

In accordance with the Federal Drug-Free Workplace Act of 1988, it is the University's policy to work actively to ensure a drug-free workplace. The Act applies to any employee directly engaged in the performance of work pursuant to the provisions of a grant or contract from the federal government and its departments.

The University will not tolerate the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. Individuals not in compliance with this policy are in violation of various controlled substance laws and are subject to criminal prosecution.

Under the Act, any person convicted of a drug offense in the workplace must notify the University within five days. The University is required to notify the funding agency within 10 days after receiving notice from an employee of a conviction, or otherwise receiving actual notice of such conviction.

Within 30 days of receiving notice, the University must take one of the following actions with respect to any employee so convicted:

- a. take appropriate disciplinary action, up to and including termination and/or criminal prosecution; or
- b. require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

By my signature, I certify that I have read the above statement and agree to abide by the stated terms.

Employee Name

University ID #

Employee Signature

Date