

March 18, 1989

MEMORANDUM

TO: Faculty and Staff
FROM: President W. Russell Todd *W. Russell Todd*
RE: Policy on Drug Free Work Place

This is to reiterate and state in a formal way our policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on University premises.

Our Policy is:

It is the University's intent and obligation not only to provide a drug free, healthy and safe work environment but to have faculty and staff who serve as positive role models for enrolled and perspective students. In this role employees are expected to behave in an exemplary manner and to support, by example, a drug free community.

The unlawful possession, use, manufacture or distribution of a controlled substance on University premises or while conducting University business off campus is prohibited. Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences.

The University recognizes drug dependency as an illness and a major health problem as well as a potential safety and security problem. Employees needing help in dealing with such problems are encouraged to seek information, referral and assistance from the University Chaplain or Personnel Services and the health insurance plan as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on campus or off campus while conducting University business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug Free Workplace Act of 1988)

WRT/md