

UNIVERSITY OF THE SOUTHWEST DRUG-FREE WORKPLACE POLICY

I

In accordance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, it is the policy of the University of the Southwest (hereafter also referred to as the University) to maintain a drug-free workplace. It is a violation of this policy for University employees to unlawfully manufacture, distribute, dispense, possess or use a controlled substance in or on University property or property entrusted to the University.

Employees violating this policy will be subject to such discipline as deemed necessary, including but not limited to verbal and/or written counseling, verbal and/or written warnings, suspension and/or termination as outlined in the University employee handbook.

It is also the policy of the University to establish a drug-free awareness program for its employees. Current employees will receive the information about this program. New employees will be informed of this program during initial orientation sessions.

This drug-free awareness program will include:

1. Informing the employee of the dangers of drug abuse in the workplace.
2. Informing the employee of the University's policy of maintaining a drug-free workplace.
3. Informing the employee of available drug counseling, rehabilitation, and employee assistance programs.
4. Informing the employee of the penalties that may be imposed upon him/her for drug abuse violations occurring in the workplace.
5. Informing the employee of the University's right to require employees to undergo appropriate tests designed to detect the presence of alcohol, illegal drugs, or other controlled substances.

All employees will receive a copy of this policy and will sign a statement acknowledging receipt and compliance with this policy.

II

As a condition of employment, each employee must abide by the terms of the Drug-Free Workplace Policy, and in addition, must notify the employer of any criminal drug statute conviction for a violation that occurs in the workplace. This notification must take place no later than five (5) days after such conviction.

Within ten (10) days after receiving notification from the employee or otherwise receiving actual notice of a conviction, the University must notify the Department of Education of the conviction.

Within thirty (30) days after receiving notification from the employee or otherwise receiving actual notice of a conviction, the University must take one of the following actions with respect to the convicted employee:

1. Take appropriate personnel sanctions against said employee, up to and possibly including termination; or,
2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program. This program must be approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

DRUG-FREE WORKPLACE POLICY

I certify, by my signature, that I have received a copy of the Drug-Free Workplace Policy, as adopted by the University of the Southwest. I acknowledge receipt of information regarding the dangers of drug abuse in the workplace and a resource list of drug abuse treatment facilities.

Signature

Date