

POLICY NO. 3
Area: Board of Trustees

Adopted: May 1, 1998

Approved by: _____
Dr. Adolphus Andrews, Vice President
Administration and Finance

Revisions Approved:

SUBJECT: Drug-Free Workplace

Central State University is committed to maintaining a workplace free of illegal drugs. As such, the University prohibits the possession or use of illegal drugs on all University property and at other locations where employees are conducting University business.

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited on University property and at other locations during the conduct of University business. Employees in violation of this prohibition are subject to dismissal and other disciplinary action.

The University will establish and implement a drug-free awareness program addressing the following topics:

1. Dangers of drug abuse in the workplace.
2. University policy regarding a drug-free.
3. Availability of approved drug counseling and rehabilitation services.
4. Penalties that may be imposed upon employees for drug abuse violations.

In compliance with the Drug-Free Workplace of Act of 1988, employees engaged in work under a federal grant or contract must do the following:

1. Abide by the terms of this policy.
2. Notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

In compliance with the Drug Free Workplace Act of 1988, the University will do the following:

1. Notify the federal agency within ten (10) days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction.
2. Within 30 days of receiving notice under subparagraph (D) (2) with respect to any employee who is convicted, at the sole discretion of the University shall either:
 - a. Take appropriate personnel action against such an employee, up to and including termination; or
 - b. Require such an 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.

Every employee engaged in the performance of a federal grant will be given a copy of this policy