



Drug-Free Workplace

Effective August 2005

SUBJECT: Drug-Free Workplace

APPLIES TO: All Faculty, Staff, and Student Employees

I. POLICY:

Consistent with the Drug-Free Workplace Act of 1988, Central Michigan University (CMU) is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on any CMU-owned or controlled property.

It is the intent of CMU to provide a drug-free, healthful, safe, and secure work environment. No employee will report to work evidencing any effects of illegal drug use.

II. PROCEDURES AND GUIDELINES:

- A. **Compliance as a condition of employment.** All university employees will, as a condition of employment, abide by the terms of these procedures and guidelines.
- B. **Employee obligation for notification of conviction.** The employee must notify CMU of any criminal drug statute conviction for a violation occurring on any property owned or controlled by CMU no later than five (5) calendar days after such conviction. The employee shall notify her/his immediate supervisor in writing of any such conviction, who will immediately report the conviction to the Associate Vice Provost/Director of Faculty Personnel Services (989-774-3368) or the Associate Vice President of Human Resources (989-774-3271), or their designee. If a report of a conviction is received from a person other than the convicted employee, the Associate Vice Provost/Director of Faculty Personnel Services or the Associate Vice President of Human Resources, or their designee, will verify the conviction.
- C. **Employer obligation for notification of conviction.** Upon receipt of notification of a criminal drug statute conviction, the Associate Vice Provost/Director of Faculty Personnel Services or the Associate Vice President of Human Resources, or their designee, will inform, as appropriate, the Director of Scholarships and Financial Aid, the Vice President/Executive Director of ProfEd, the Vice Provost for Research, or the Dean of Students.

Within ten (10) calendar days of the notification of a criminal drug statute conviction, the Director of Scholarships and Financial Aid, the Associate Vice Provost/Director of Faculty Personnel Services, the Associate Vice President of Human Resources, the Vice President/Executive Director of ProfEd, the Vice Provost for Research, or the Dean of Students will determine whether reporting the conviction to any federal funding agency or agencies is required by the Drug-Free Workplace Act of 1988, as amended.

- D. **Sanctions for violation or non-compliance.** Violations of these procedures and guidelines will result in personnel action against the employee, up to and including dismissal pursuant to university procedures relating to employee or student discipline.

Within thirty (30) calendar days of receiving notice of a criminal drug statute conviction, the Associate Vice Provost/Director of Faculty Personnel Services, the Associate Vice President of Human Resources, or the Dean of Students must take steps to require: 1) that the faculty, staff, or student employee satisfactorily participates in a drug rehabilitation program, or 2) that personnel action consistent with the Rehabilitation Act of 1973, as amended, is imposed in accordance with appropriate collective bargaining agreements, employee handbooks, the Student Code of Conduct, or other university procedures.

- E. **Maintenance of a Drug-Free Workplace.** CMU must provide an annual drug-free workplace certification to appropriate Federal-funding agencies, and make a good faith effort to comply with its certification to provide a drug-free workplace, and otherwise meet the requirements of the Drug-Free Workplace Act, including having a policy statement and a drug-awareness education program. The Associate Vice Provost/Director of Faculty Personnel Services and the Associate Vice President of Human Resources will ensure that a drug-awareness education program is provided for CMU faculty, staff, and student employees.
- F. **Resources/assistance.** CMU supports programs aimed at the prevention of substance abuse by its employees, and encourages faculty, staff, and student employees with alcohol and other drug dependency problems to obtain assistance. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate collective bargaining agreement, employee handbook, Student Code of Conduct, or other university procedures.

Faculty and staff with alcohol or other drug dependency problems are encouraged to contact Faculty Personnel Services at 774-3368, Human Resources at 774-6447, H.R. Perspectives, Inc. (employee assistance program) at 800-717-2707, and/or community counseling centers for assistance. Students are encouraged to contact the CMU Counseling Center at 774-3381 and/or community counseling centers for assistance with alcohol or other drug dependency problems.