

1. Title

Drug-Free University Community and Workplace Policy

2. Policy

Sec. 1 Purpose. The purpose of this Policy is to set guidelines for drug and alcohol education, testing, and enforcement throughout The University of Texas System.

Sec. 2 Policy Statement. The U. T. System and its institutions will require a drug-free university community and workplace in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Work Force Rules for Department of Defense (DOD) Contractors, and The Drug-Free Schools and Communities Act of 1989.

Sec. 3 Compliance with Federal Law. The U. T. System Board of Regents recognizes that the illegal use of drugs and alcohol by members of the university community can have a detrimental impact on the ability of the U. T. System and its institutions to accomplish their missions. The U. T. System and its institutions will implement drug and alcohol policies and programs in compliance with

3.1 [The Drug-Free Workplace Act of 1988 \(41 U.S.C. §§ 701-707\);](#)

3.2 [The Drug-Free Work Force Rules for Department of Defense \(DOD\) Contractors \(48 C.F.R. 252.223-7004\);](#)

3.3 [The Drug-Free Schools and Communities Act of 1989 \(20 U.S.C 1145g; 34 C.F.R. 86\).](#)

Sec. 4 Distribution of Information. Distribute annually to each student and employee:

4.1 standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on its property or as part of any of its activities;

4.2 a description of the sanctions under local, State, or federal law applicable to the unlawful possession, use, or distribution of illicit drugs and alcohol;

4.3 a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

4.4 a description of any drug or alcohol counseling, treatment, or rehabilitation programs available to students or employees; and

- 4.5 a description of the sanctions that the institution will impose on students and employees who violate its policy regarding the unlawful possession, use, or distribution of drugs and alcohol. The sanctions may include the successful completion of an appropriate rehabilitation program.
- Sec. 5 Method of Distribution. Develop procedures and a method of distribution so that there is reasonable certainty that the required information is placed in the hands of each student and each employee at least once a year and that persons who are enrolled or employed after the date of the annual distribution receive the information. The use of University newspapers, catalogs, or bulletins available at designated locations is not acceptable.
- Sec. 6 Notification. Notify the contracting officer in writing within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee.
- Sec. 7 Violations. Within 30 days after receiving notice, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
- 7.1 take appropriate personnel action against such employee, up to and including termination; or
- 7.2 require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, State, or local health, law enforcement, or other appropriate agency.
- Sec. 8 Drug Testing. Refer employees for drug testing in accordance with University policies and programs.
- Sec. 9 Training. Attend supervisory training as required by University policy.
- Sec. 10 Reporting. Prepare the biennial report as required by the Drug-Free Schools and Communities Act for the Secretary of the Department of Education.
- 3. Definitions**
- None
- 4. Relevant Federal and State Statutes**
- [Drug-Free Workplace Act of 1988](#)

- [The Drug-Free Work Force Rules for Department of Defense \(DOD\) Contractors](#)
- [The Drug-Free Schools and Communities Act of 1989](#)

5. Relevant System Policies, Procedures, and Forms

[Complying with Drug Free Schools and Campuses](#)

[Information for Students and Employees Handout](#)

6. System Administration Office(s) Responsible for Policy

Office of Human Resources

7. Dates Approved or Amended

February 9, 2007

March 3, 2009

November 30, 2012