

THE UNIVERSITY OF ALABAMA DRUG-FREE CAMPUS AND WORKPLACE POLICY SUMMARY FOR FACULTY AND STAFF

All members of the University community are encouraged to pursue their individual and collective goals in a healthy work and educational environment, one that is free of the effects of alcohol and substance abuse. Such abuse adversely affects the University's achievement of its mission and will not be condoned. As part of its effort to promote a drug-free work and educational environment, the University has issued a comprehensive Drug-Free Campus and Workplace policy. This policy can be found in its entirety on the UA website at <http://policies.ua.edu/drugfree.html> and on the Higher Education Compliance Act website at <http://www.ua.edu/academic/hea/>. The University urges you to read this policy and become familiar with its provisions. The policy for faculty and staff can be summarized as follows:

I. Standards of Conduct: The unlawful or illegal manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of The University of Alabama while he or she is at work for the University or at another site where the employee is carrying out assigned duties, is prohibited. *No employee may report to work while under the influence of alcohol.* The possession, distribution or consumption of alcoholic beverages is not permitted on the worksite or other University property during working hours, unless such occurs in the course of authorized business or special University function that includes alcoholic beverages or where consumption was otherwise approved by the University.

II. Self-Disclosure of Criminal Convictions: Any University employee is required to self disclose to Human Resources post-employment criminal convictions, other than minor traffic violations and including drug and alcohol-related convictions, within three business days of the conviction. Such disclosure shall be made on the *Disclosure of Criminal Convictions* form (<http://hr.ua.edu/policies-and-forms>) and returned to Human Resources at Box 870126.

III. Disciplinary Sanctions: Violation of the policy shall result in the prompt imposition of sanctions. These sanctions depend on the nature and severity of the offense and may range from a warning, a reprimand, required satisfactory participation in counseling or rehabilitation programs, probation, unpaid suspension, or termination of employment and/or referral to proper law enforcement authorities for prosecution. Any sanctions taken against faculty, administrators, or staff will be carried out in accordance with policies and procedures published in appropriate University personnel Handbooks and those imposed by the policy of the University's health professional schools.

IV. Education, Counseling, Treatment, and Rehabilitation Programs: The Employee Assistance Program (EAP) offers assessment, short-term counseling, and referral services for faculty, staff, and their dependents. In addition, the program is intended to provide crisis intervention, as well as training or consultation services for administrators and supervisors who need to know how to identify or make referrals for individuals whose substance abuse problems are affecting work performance and unit morale. Other facilities in the Tuscaloosa area offer similar counseling and treatment services. Additional Drug-Abuse and/or Substance Education and Prevention Programs at the University are described at www.aodprevention.ua.edu.

V. Health Risks and Legal Sanctions: Alcohol and substance abuse can create serious health risks and result in misdemeanor or felony convictions and the imposition of a range of criminal penalties, including large fines and imprisonment. Please refer to Sections IV and V of the Drug-Free Campus and Workplace policy at the website listed above for a more detailed description of these health risks, laws, and penalties.