



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:50

Alcohol and Other Drug Use

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 8-501. Statement of Principles. Consistent with State and federal law, the University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, as defined under the Controlled Substances Act.

Sec. 8-502. Prohibition of the Unlawful Manufacture, Distribution, Dispensation, Possession or Use of Drugs or Narcotics. The unlawful manufacture, distribution, dispensation, possession or use of drugs or narcotics is prohibited on any property under the control of and governed by the Board, and at any site where work is performed by individuals on behalf of the University.

Sec. 8-503. Disciplinary Action. Pursuant to applicable University procedures governing employee discipline, any employee involved in the unauthorized use, sale, manufacturing, dispensing or possession of legal or illegal drugs or narcotics on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

Sec. 8-504. Requirement of Notification Regarding Criminal Drug Statute Conviction. An employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the University no later than five (5) days after such conviction. Failure to provide such notice will subject the employee to dismissal. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resource Development.

Sec. 8-505. Prevention of Substance Abuse. The University supports programs aimed at the prevention of substance abuse by University employees. The University shall make its counselors available to University employees who have problems relating to substance abuse. Such counseling is confidential, to the extent permitted by law, and unrelated to performance appraisals. Leaves of absence to obtain treatment may be obtained under the sick leave or medical leave provisions of the appropriate labor contract or policy.

Sec. 8-506. Implementation of this Subpart. The President is authorized and directed to immediately implement this subpart and to take such other action as may be required to comply with the Drug-Free Workplace Act of 1988 and administrative rules issued pursuant to that act. The University's Department of Human Resources shall be responsible for administering policies and procedures governing this subpart. Such policies and procedures shall be issued by the Vice President for Administration and Finance and approved by the President.

Sec. 8-507. Applicability of this Subpart. This subpart applies to all University employees, including but not limited to faculty, academic staff, support staff and student employees.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. The purpose of this procedure is to communicate a comprehensive approach to dealing with issues related to alcohol and other drugs. The foundation for this procedure is based upon the following University community member expectations:

- (A) To support the academic mission of the University;
- (B) To support education as the primary route to personal development, professional productivity, economic success, and social contribution;
- (C) To provide a safe, supportive, and stimulating learning environment;
- (D) To provide a service to, and involvement with, the community, the state, the nation, and the world.

Every member of the Ferris community (students and employees alike) must be committed to:

- (A) Behave ethically -- to be honest, forthright, loyal, trustworthy, and compassionate;
- (B) Act civilly -- to treat everyone with respect and courtesy; to resolve disputes openly and without rancor;
- (C) Be productive -- to fully engage each person's intelligence, talents, and energy in fulfilling the mission and achieving the goals of the University; and
- (D) Be responsible -- to be accountable for individual performance and behavior.

II. Any individual choosing to abuse alcohol, or illicitly use alcohol and other drugs, needs to be aware that there may be a variety of health risks

associated with this behavior. Chemical dependency, or addiction to alcohol and other drugs, is a chronic progressive illness, which if untreated, can be fatal. Additionally, use of alcohol or other drugs in the workplace can create an unsafe working environment for both the employee using the drug and his/her co-workers. Use of alcohol and/or other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight, slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

- III. Consistent with state and federal law, Ferris State University will maintain a workplace free from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, as defined under the Controlled Substances Act, 21 U.S.C. 812, as may be amended from time to time. The unlawful manufacture, distribution, dispensing, possession or use of drugs or narcotics is prohibited on any property under the control of and governed by the Board of Trustees of Ferris State University, and at any site where work is performed by individuals on behalf of the University.
- IV. Any employee involved in the unauthorized use, sale, manufacturing, dispensing or possession of legal or illegal drugs or narcotics on University premises or work sites, or working under the influence of such substances, will be subject to corrective action up to and including termination of employment.
- V. The employee must 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. Failure to provide such notice will subject the employee to termination of his/her employment. The employee shall notify his/her immediate supervisor, who will report the incident to Human Resources (HR).
- VI. Ferris State University supports programs aimed at the prevention of substance abuse by University employees. The University provides a confidential employee assistance service (EAS) to assist employees to deal with substance abuse and related issues. Employees may contact HR to obtain confidential information on the currently available EAS program. Employees are encouraged to seek assistance before their problems become overwhelming or jeopardize their work. Such counseling/service is confidential, to the extent permitted by law, and unrelated to performance appraisals. Leaves of absence to obtain treatment may be obtained under the sick leave or medical leave provisions of the [appropriate labor contract](#) or [University policy](#).

- VII. All employees will be given a copy of the policy statement at the time they begin their employment. Additionally, HR shall maintain an electronic version on the Ferris web site as well as periodically distribute hard copies of the policy to all employees.

RESPONSIBILITY

Employee: Abide by the terms of this policy, take advantage of the offered resources when necessary, and 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.

Supervisor: Be aware of the resources available to assist employees. Be prepared to assist employees who may request help. Report to HR if an employee has disclosed any criminal drug statute conviction for a violation occurring in the workplace.

Refer Questions To: Human Resources