

### **303. Compliance With Drug-Free Workplace Requirements**

The Board of Trustees of The University of Alabama charges the Chancellor to authorize and direct the Presidents of each campus to enact policies and procedures to ensure that each campus will not fail to meet the requirements recited in the Drug-Free Workplace Act of 1988 for recipients of federal grants and federal contracts involving \$25,000 or more. Such policies and procedures shall comply with the following guidelines.

- A. Each campus shall publish a written Policy Statement on a Drug-Free Workplace, which shall include the following information:
1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully in the University workplace.
  2. Specified sanctions shall be imposed for violation of this policy.
  3. Any person employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, all University employees, must consent, as a condition of employment:
    - a. to abide by the University's Drug-Free Workplace Policy;
    - b. to notify the University within five (5) days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace.

The Policy Statement shall be distributed to all persons who are employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, to all University employees.

A suggested format for the Policy Statement is attached hereto as Attachment A.

- B. Each campus shall develop and present employee drug-free awareness programs covering:
1. Dangers of drug abuse in the workplace;
  2. The University's drug-free workplace policy;
  3. The availability of counseling and rehabilitation programs for individuals with drug-related problems;
  4. The penalties that will be imposed on employees who violate the University's drug-free policy.

- C. Each campus shall require, as a condition of employment in connection with the performance of any federal grant or a federal contract involving \$25,000 or more, or, at the option of each campus, as a condition of employment by the University that employees consent in writing:
1. To abide by the terms of the Policy Statement provided to them;
  2. To provide notice to the University within five (5) days of their conviction under any criminal drug statute for a violation occurring in the University workplace.
- D. Each campus shall designate a University office responsible for receiving information on the conviction, under any criminal drug statute, of any person employed by the University in connection with any federal grant or a federal contract involving \$25,000 or more, where the conviction involves a violation occurring in the University workplace.

Each campus shall develop procedures for conveying to this designated Office any such information received by anyone in the University.

Each campus shall develop procedures under which this designated Office shall:

1. Notify the contracting or granting agency of any such conviction, within 10 days of receipt of the information by the University;
  2. Ensure that, within 30 days of receipt of the information by the University, appropriate personnel action has been taken against the employee, up to and including termination, or the employee has been required to participate in a drug abuse rehabilitation program.
- E. Each campus shall submit to the Chancellor for approval, not later than March 4, 1989, a proposed set of policies and procedures developed in compliance with this Board Rule.

Any subsequent modifications or amendments made to the drug-free workplace policies and procedures of any campus shall be submitted to the Chancellor for approval prior to their adoption.

(Adopted February 10, 1989 as Rule 315; revised May 5, 1989; renumbered December 5, 1997.)

**Attachment A to Board Rule 303**

**SAMPLE UNIVERSITY POLICY STATEMENT**

The Drug-Free Workplace Act of 1988 requires The University of Alabama to provide the following statement of the University's Drug-Free Workplace Policy to all persons employed by the University [in connection with any federal grant or a federal contract involving \$25,000 or more].

1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully in the University workplace.
  
2. The following sanctions shall be imposed for violation of this policy:  

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3. Any person employed by the University [in connection with any federal grant or a federal contract involving \$25,000 or more] must consent, as a condition of employment:
  - a. To abide by the University's Drug-Free Workplace Policy;
  - b. To notify the University within 5 days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace.