

## **PERSONNEL**

### **Personnel**

#### **Drug-Free Workplace (6.13)**

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### **PURPOSE**

The purpose of this policy is to ensure, to the extent possible, Tennessee State University maintains a drug free environment.

### **POLICY**

It is the policy of Tennessee State University that a drug free work-place be maintained. The unlawful manufacture, distribution, possession or use of any controlled substance (including prescription drugs) is banned in the workplace. Controlled substances are defined in 21 USCA 812 (listing available in the Personnel Office) and include such things as opium, hallucinogens (like marijuana, mescaline, etc.), cocaine, amphetamines, heroine and morphine. This policy does not prohibit the lawful use of prescribed drugs which are taken under a doctor's care.

### **PROCEDURE**

Any employee taking any of the above actions will be subject to immediate termination by means of the termination procedures available by contract and/or in policy or other disciplinary sanctions as provided through disciplinary policies.

Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the work-place no later than five days after the conviction. Conviction is defined as a finding of guilt, pleas of nolo contendere or imposition of a sentence by any state or federal judicial body.

Tennessee State University will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

#### **A. Employees**

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the work-place no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Termination
2. Suspension
3. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program
4. Recommendation for professional counseling
5. Referral for prosecution
6. Letter of warning
7. Probation

#### B. Students

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Expulsion
2. Suspension
3. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program
4. Referral for prosecution
5. Probation
6. Warning
7. Reprimand

#### C. Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs and Employee Assistance Programs

Tennessee State University employees have available to them the Statewide Employee Assistance Program that provides confidential assistance for assessment and shortterm counseling. Four visits are provided free of charge. Additionally, treatment for chemical dependencies on both an inpatient and outpatient basis are generally covered expenses under the State Group health insurance plan. Please refer to your health insurance brochures for specific coverage and limitations.

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## **REFERENCE**

Supersedes "Drug Free Work-Place" Policy No. 5:13 in the University Wide Policy Manual