

DRUG FREE WORK PLACE

Chancellor's Office Policy

Effective 10-01-90

Applicability

All employees in the Chancellor's Office

Purpose of Policy

Federal regulation makes it essential for the Chancellor's Office, Oregon State System of Higher Education to clearly articulate a policy concerning drugs in the work place. That which follows is a statement of the office's current policy.

Policy

1. The Chancellor's Office is committed to maintain a drug free work place; the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by Chancellor's Office employees in the work place is prohibited. All employees, including employed students, of the Chancellor's Office must abide by this policy.
2. An employee convicted of violating a criminal drug statute in the work place must notify his or her supervisor no later than five days after such conviction. The supervisor will immediately notify the Vice Chancellor for Finance and Administration, in writing, of this reported conviction.
3. In addition to any penalties under federal and state law, employees found to be in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations, Oregon State Board of Higher Education Administrative Rules, applicable collective bargaining agreements, and Executive Department Administrative Rules and Directives. If imposed, sanctions will include appropriate personnel action (up to and including termination), and may require satisfactory employee participation in an approved drug abuse assistance or rehabilitation program.

Employee Assistance Program

The Chancellor's Office supports programs for the prevention of controlled substance abuse by employees and students, as well as assistance programs for those with problems related to controlled substance abuse. The Chancellor's Office provides an Employee Assistance Program (EAP) for eligible faculty and staff with controlled substance dependency problems. This service provides no-cost evaluation, consultation, and referral on a confidential basis. The Chancellor's Office also provides assistance for eligible students with dependency problems through Student Health Services; this assistance is also at no cost and remains confidential. The health benefits packages available to all eligible Chancellor's Office employees provide at least partial reimbursement of expenses related to treatment and rehabilitation services associated with substance abuse problems.