



Title: UMass President's Office Drug-Free Workplace Act of 1988 Guidelines

Number: HR-INTERNAL-10

Effective: Immediately

Responsible Office: Office of Human Resources

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## **I. REASON**

In compliance with the Drug-Free Workplace Act of 1988, the University of Massachusetts President's Office ("President's Office") has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which it operates. Employees under the influence of drugs or alcohol on the job pose serious safety and health risks to the user and to all those who work with the user. For these reasons, the President's Office is committed to the elimination of drug and alcohol use and abuse in the workplace.

## **II. SCOPE**

These guidelines apply to all President's Office employees and applicants, and outlines the practice and procedures designed to correct instances of identified alcohol and drug use in the workplace.

## **III. APPLICABILITY**

The Drug-Free Workplace Guidelines are intended to apply whenever anyone is representing or conducting business for the organization. Therefore, these guidelines apply during all working hours, whenever conducting business or representing the organization, or while on call or paid standby.

## **IV. PROHIBITIONS**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol by an employee on President's Office property, in the workplace is strictly prohibited.

Note that the President's Office does not permit marijuana for any purpose. Employees who qualify under local law to use marijuana may not possess, store, use or share marijuana on President's Office owned or controlled property or during President's Office sponsored events.

## **V. NOTIFICATION REQUIREMENTS**

As a condition of employment, each employee will abide by the terms of these guidelines and will notify the Assistant Vice President of Human Resources no later than five (5) days after any conviction for a criminal drug statute offense or alcohol offense committed on President's Office property. Failure to comply with these conditions will be grounds for disciplinary action.

Employees, who are required to drive President's Office vehicles as an essential job function, must notify the Assistant Vice President of Human Resources no later than five days after any conviction for a criminal alcohol driving offense.

**Rev: 08/22/17**

## **VI. DISCIPLINARY ACTIONS**

Upon receiving notice of an employee's conviction of a criminal drug statute occurring in the workplace, the President's Office will take appropriate action within thirty (30) calendar days. Any individual who violates this prohibition will be subject to disciplinary action, up to and including termination. Such disciplinary action may include: suspension from employment, mandatory participation in alcohol/drug abuse assistance or rehabilitation program as a condition of continued employment, or termination of employment, as well as referral of the matter for prosecution to an appropriate federal or state law enforcement agency.

## **VII. EMPLOYEE ASSISTANCE**

Employees who are struggling with alcohol or drugs are strongly encouraged to seek assistance. The

University's Employee Assistance Program (EAP), ComPsych, is available free of charge to employees and their families on a confidential basis, 24 hours a day 7 days a week. Employees who have a concern about drug or alcohol abuse are strongly encouraged to contact the EAP at 844.393.4983 for assistance in finding resources to help with the problem. Go to <https://www.umassp.edu/hr/employee-handbook/benefits> for more information regarding the President's Office EAP program.

Additional information about drug related issues and associated health risks is available from several sources. The following departments offer or can provide referrals to education, prevention, counseling, treatment and support services.

### **Office of National Drug Control Policy (ONDCP)**

This office reports to the President of the United States. ONDCP administers the [Youth Anti-Drug Media Campaign](#).  
[www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

### **Substance Abuse and Mental Health Services Administration (SAMHSA)**

This organization is responsible for overseeing and administering mental health, drug prevention, and drug treatment programs around the nation. The Center for Substance Abuse Prevention (CSAP) and the Center for Substance Abuse Treatment (CSAT) are part of SAMHSA.

[www.samhsa.gov](http://www.samhsa.gov)  
[www.samhsa.gov/prevention](http://www.samhsa.gov/prevention)

### **National Institute on Drug Abuse (NIDA)**

NIDA conducts and disseminates the results of research about the effects of drugs on the body and the brain. NIDA is an excellent source of information on drug addiction.

[www.drugabuse.gov](http://www.drugabuse.gov)