



The Center for Human Resources
San Diego State University
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January 8, 2003

MEMORANDUM

TO: All SDSU Employees

FROM: Sue Blair, Director *Sue Blair*
The Center for Human Resources
Environmental Health and Safety

SUBJECT: Drug Free Schools Act

San Diego State University is dedicated to providing the best academic and professional experience that can be offered to its students, faculty, and staff. The use of illegal drugs and the abuse of alcohol are known to be at cross-purposes to this mission and are not tolerated on campus.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal contractors, federal grant recipients, and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. The act also requires the annual distribution of the policy in writing to each employee.

Enclosed please find the Illegal Substance Abuse Policy for your review.

SB:gms

Enclosure

ILLEGAL SUBSTANCE ABUSE POLICY

San Diego State University recognizes a responsibility to provide a safe and productive work environment for all its employees. Toward this end, and consistent with its obligations under applicable state and federal law, San Diego State University, has adopted the following policy regarding illegal substance abuse.

1.0 Prohibitions

San Diego State University prohibits the unlawful manufacture, distribution, dispensation, possession, promotion, sale, or use of illegal drugs or other illegal substances, illegal drug paraphernalia, or look-alike (simulated) illegal drugs while performing work for the University or while on University property or in University vehicles.

The University expects all employees to perform at their best and in a safe manner. University employees shall not report to work, or work, under the influence of any illegal substance which will in any way affect their work performance, alertness, coordination, or response, or which will affect the safety of others on the job.

2.0 Employee Assistance

The University recognizes the importance of assisting employees in dealing with illegal substance problems and to that end offers educational and benefit programs dealing with such matters. Employees who voluntarily seek assistance for illegal substance abuse before problems associated with such abuse come to the attention of the University shall generally be permitted to continue to work provide that (1) a recognized treatment or rehabilitation program is followed; and (2) all standards of job performance and conduct are met. Employees who require time away from work to participate in a recognized treatment or rehabilitation program shall be accommodated in accordance with the University's leave of absence policy.

Information concerning employees who participate in treatment or rehabilitation programs shall be accorded confidential status. Information concerning educational and benefit programs is available from the San Diego State University Benefits Office.

The University shall establish an illegal substance awareness program for employees informing them of (1) the dangers of workplace illegal substance abuse; (2) the University's workplace policy concerning illegal substance use; (3) availability of employee assistance counseling programs; and (4) potential penalties for illegal substance abuse violations.

3.0 Disciplinary Action

An employee engaged in activities listed in 1.0 is acting unprofessionally in the University setting; such conduct is not permitted and shall be considered cause for disciplinary action. Such employees shall be required to participate satisfactorily in an illegal substance abuse assistance or rehabilitation program.

4.0 Responsibility

San Diego State University Director of the Center for Human Resources or designee shall be responsible for the administration of this policy and acting as a resource for employee assistance programs for staff employees. The Associate Vice President for Faculty Affairs or designee shall be responsible for administration of this policy and acting as a resource for employee assistance programs for faculty.

As a condition of employment, each employee shall report any illegal substance conviction to the Director of the Center for Human Resources within five days of the conviction.

5.0 Notification

This policy shall be distributed to all employees of San Diego State University.