

## **SUBSTANCE ABUSE COMPLIANCE POLICY**

**THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.**

### **I. POLICY**

- A. This document sets forth the Francis Marion University Policy prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol on the University campus or at any University sponsored event by faculty, staff, and students regardless of whether the student or employee is part-time, full-time, temporary, probationary, or permanent, pursuant to state and federal laws.
- B. Violation of this policy by academic employees, regardless of tenure status, may lead to the initiation of procedures for disciplinary action and may have legal consequences.
- C. Violation of this policy by staff employees may be cause for disciplinary action and may have legal consequences.
- D. Violation of this policy by students or student employees will lead to sanctions detailed in the student alcohol and drug policy as contained in the Student Handbook.
- E. Faculty, staff, and students are required to abide by the terms of this policy as a condition of employment or student status. In addition, grant or contract employees are required to notify the Vice President for Administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. Federal law requires the University to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within ten days of the date the University receives notification. Therefore, upon receiving notice, the Vice President for Administration will notify the granting or contracting agency so that the notice requirement will be satisfied.

### **II. PROCEDURE**

- A. A copy of this policy will be made available to each employee and student of the University at the time of its publication. Thereafter, a copy of the policy will be made available to each employee at the time of his/her employment and to each student at the beginning of each academic year and to each new student at the time the student begins the University and annually to each employee and student.
- B. Notwithstanding Sections I. a., b., c., and d. of this policy, employees and students are encouraged to seek assistance for drug and alcohol problems before there is a drug or

alcohol-related conviction or other incident which would cause the University to impose sanctions. Assistance may be sought through programs and/or treatment facilities licensed by the State of South Carolina or by the state in which the program and/or treatment facility is located.

1. Referrals to such programs may be self-referrals or supervisory referrals or University referrals. If a referral is made which includes satisfactory participation in a drug or alcohol treatment or rehabilitation program as a condition of continued employment or student status, the referral must be made through the Vice President for Administration (faculty and staff) or the Assistant Vice President for Student Development (students).
  2. Referrals and records of referrals will be handled with the same degree of confidentiality as other records maintained by the University.
- C. Francis Marion University will establish a drug and alcohol awareness program to inform employees and students about the dangers of drug or alcohol abuse in the workplace or on the University campus including all University sponsored events, the University's policy of maintaining a drug-free and alcohol-free workplace and campus environment, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees and students for drug and alcohol abuse violations.

*This policy satisfies the requirements of the Drug-Free Workplace Policy requirements of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.*

### III. INFORMATION AND RESOURCES

Francis Marion University prohibits the unlawful manufacture, dispensation, possession, use or distribution of illegal drugs and alcohol on its property or as a part of any of its activities by faculty, staff or students regardless of permanent, full-time, part-time or temporary status, pursuant to state and federal laws.

Violations of this substance abuse compliance policy by faculty, staff or students will result in disciplinary action, up to and including termination or dismissal from University and may have legal consequences.

Violations of local, state and federal laws related to the unlawful possession or distribution of illicit drugs and alcohol will result in sanctions provided by law. Penalties vary according to the specific drug offense; i.e., first or multiple offenses for simple possession with intent to distribute, manufacturing, trafficking, etc. Driving under the influence (DUI) refers to alcohol as well as other drugs.

Drug and alcohol abuse is a serious matter. The abuse of drugs and alcohol by employees and students poses a major problem to the University in terms of workers' and students' health, safety, and productivity.

- It may cause YOU to lose your job or your student status. The misuse and abuse of chemical substances can increase absenteeism, reduce job efficiency, and contribute to substandard levels of quality work performance.
- It can ENDANGER the workplace. The misuse and abuse of drugs and alcohol can cause accidents and injuries to other employees or students, promote antisocial behavior, and affect judgment and decision-making.

- It can heighten major HEALTH RISK factors. The misuse and abuse of legal and illegal drugs can increase depression and anxiety, enhance stress, and contribute to cardiovascular disease.
- It can cause interpersonal problems, marital difficulties, financial hardship, and erode wholesome family relationships.