

DRUG-FREE SCHOOL AND WORKPLACE POLICY STATEMENT
Northeastern State University

NOTICE TO ALL UNIVERSITY EMPLOYEES

Northeastern State University, in compliance with the Drug-Free Workplace Act of 1988, hereby gives notice to all University employees that it is the formal policy of the Regional University System of Oklahoma and Northeastern State University that it is in the best interest of both the University and its employees to provide education, awareness and assistance where appropriate relative to the dangers inherent in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. The special consequences of drug-abuse in the workplace include the threatened safety to co-workers by those who are impaired by drugs, the increased danger of defective or substandard services being provided to the public and diminished productivity.

In order to combat this problem area, the University will provide all employees ongoing materials and information concerning these dangers and available avenues of assistance. The University further gives notice:

- 1) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any University work area is prohibited.
- 2) As a condition of employment, employees must abide by the terms of this policy.
- 3) Any University employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report in writing the conviction within five (5) days thereafter to the Office of Human Resources.
- 4) Violations of this prohibition will result in administrative sanctions, ranging in severity from normal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a university-approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the University of all employees who violate this prohibition and are not terminated from employment.
- 5) Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from the Office of Human Resources.
- 6) Where necessary because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.
- 7) All University employees are required to acknowledge by written signature that they have been made aware of this policy, understand same, will abide by the policy, and to return a signed copy of this policy to the Office of Human Resources.

February 2009

ACKNOWLEDGEMENT OF UNDERSTANDING AND COMPLIANCE

As an employee of the University, I understand and will abide by the policy statement above, and I agree that I will notify in writing my immediate supervisor and federal grant or contract supervisor, if applicable, and the Office of Human Resources within five (5) days if I am convicted under any statutes for misconduct in the University workplace.

NAME (printed) _____

DATE _____

SIGNATURE _____

Northeastern State University