



University of Louisiana at
Monroe

DRUG FREE WORKPLACE
POLICY



Louisiana State Directives

- No tolerance of substance abuse within Louisiana State Agencies
- The State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988
- Violations of this policy

The State of Louisiana does not tolerate any substance abuse or use which imperils the health and well-being of its employees or threatens its services to the public. The use of illegal drugs and abuse of alcohol or other controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens.

The State of Louisiana is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. The State will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

Violation of this policy is considered conduct detrimental to State service and may result in disciplinary action up to termination and/or directive to participate in a rehabilitation program.

Purpose of the Policy

- Protect the health and safety of all employees, customers and the public
- Safeguard against theft and destruction of property
- Maintain product quality, company integrity and reputation
- Comply with the Drug-Free Workplace Act of 1988

The University has a Drug-Free Workplace Policy which applies to all employees regardless of their employment status.

The policy was implemented in order to:

Protect the health and safety of all employees, customers, and the public. This affects all of us as it relates to:

- Decreasing the risk of harm to one's self which includes on the job accidents, and decreasing workers' compensation claims.
- Decreasing the risk of harm to others which also includes other employees, students, clients, and customers.

Safeguard against theft and destruction of property.

- Studies show that when there is substance abuse in the workplace, there is an increase in theft and destruction of property. By enforcing the Drug Free Workplace Policy, this decreases costs to the University which includes insurance claims or money lost for property loss or destruction.

Maintain product quality and company integrity and reputation.

- The University is a customer service entity which provides service to students, parents, vendors, and the community at large. In order to continue to provide excellent community service, we must maintain a Drug Free Workplace.

Compliance with the Drug-Free Workplace Act of 1988 is mandatory for all state agencies.



Definition:

- A Drug-Free Workplace is a site for the performance of work where employees are prohibited from engaging in the unlawful manufacturing, distribution, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988

This includes on campus as well as while traveling on University business.



Employee's Responsibility

- Refrain from reporting to or performing work while under the influence of or impaired by drugs or alcohol
- Refrain from Illegal use, possession, distribution, manufacturing or sale of controlled substances
- Report any drug related criminal activity within 5 days of conviction

Under the Drug-Free Workplace Policy employees are prohibited from:

Reporting to or performing work while under the influence of and impaired by illegal drugs and alcohol.

Illegal use, possession, dispensation, distribution, manufacturing, or selling of controlled substances at the worksite, while on state business, or while on-call or on duty.

Employees under the care of a physician or on any form of medication that may alter their well being, must inform their supervisors of the type of medication and side effects associated with medication, this is to ensure that employees are not placed in unsafe working environments.

Employees are required by federal law to report to the University's administration within 5 days of conviction under any criminal drug statute where such conviction occurred in the workplace or while on official business, during work hours, or when on call for duty.

Performance Problems

- Increased absenteeism
- Higher accident rates
- Rise in theft
- Lower productivity
- Poor Concentration
- Carelessness
- Errors in judgment
- Disregard for safety
- Inconsistent work quality
- Needless risk taking
- Extended lunch periods
- Early departures
- Unexplained disappearances

Ongoing performance problems that do not respond to normal supervisory actions may be signs of alcohol/substance abuse and/or other personal problems and may require more attention.

Examples of common performance problems that may be indicators of an underlying problem are listed here.

Increased absenteeism

Higher accident rates

Rise in employee theft

Etc....

Supervisors should recognize a change of performance in their employees. These performance problems should be documented and corrective action taken to prevent injury to the employee or other co-workers. DO NOT ignore any changes in behavior and performance.



Conclusion

Faculty and staff are the key to maintaining a Drug-Free Workplace. By adhering to the Drug-Free Workplace Policy we can ensure the safety of employees, students and visitors on our campus.

For questions regarding this policy contact the Human Resources Department.



University of Louisiana at Monroe

Employee Drug Testing Policy

Federal/State Laws

- Louisiana R.S. 49:1001-1021, gives the University authority to proceed with drug testing of employees
- The drug testing policy was implemented October 1, 1999, and applies to all classified (permanent, probational and temporary), faculty and unclassified

The University has the authority to conduct drug testing of employees through Louisiana's Revised Statutes 49:1001-1021. The drug testing policy was implemented October 1, 1999 and applies to all classified (permanent, probationary and temporary), unclassified and faculty.

There may be some employees, due to their job classification or duties, who could be subject to drug testing under both federal and state laws. Employees within the following situations will be subject to random drug testing.

- Employees whose jobs require them to drive commercial motor vehicles.
- Employees in a safety-sensitive or security-sensitive position, both classified and unclassified.
- Employees (classified, unclassified and faculty) under the following conditions:
 - Reasonable suspicion
 - Post accident
 - Testing as part of a monitoring program established to assure compliance with the terms of a rehabilitation agreement.



Illegal Substances

- Drug testing is performed for the following classes of drugs:
 - Amphetamines
 - Cocaine
 - Marijuana
 - Opiates
 - Phencyclidine



Violations of the Policy

- Include refusal to submit to drug testing
- Will be handled on an individual basis, taking into account all data, including the risk to self, co-workers and the general public
- May result in termination of employment

Employee Assistance Program

- ULM will encourage and support our employees in seeking rehabilitation services
 - Use of leave for purposes of bona fide rehabilitation efforts
- Brentwood Behavioral Health Company
 - Cost of treatment is the responsibility of the employee

Assistance Program

The University encourages and will support any employee seeking rehabilitation services and will provide appropriate assistance in locating and utilizing state-supported services.

Use of sick, annual and compensatory leave and leave without pay for purposes of bona fide rehabilitation efforts is encouraged.

Mental Health & Substance Abuse

Brentwood Behavioral Health Company – provides quality psychiatric and addictive disease treatment to children, adolescents and adults prescribed to individual needs.

Costs associated with treatment are the responsibility of the employee.



Conclusion

- Faculty and staff who would like additional information on the *Employee Assistance Program* should contact the Department of Human Resources