

Drug-Free Workplace Policy

INTRODUCTION

This statement of policy is intended to express the commitment of Jackson State University to maintaining a drug-free workplace in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi and Drug-Free Workplace Act of 1988.

THE POLICY

Jackson State University acknowledges and supports the laws of the State of Mississippi Code of 1972 (1988 Supp.) Which prohibit the sale, distribution, manufacture, possession, or use of a controlled substance in this State. As a result of this law and of the policy of Jackson State University to be a drug-free workplace, faculty and staff members are specifically prohibited from using, selling, distributing, or in any other way involving themselves with controlled substances except as permitted in relevant legislation. *The term "controlled substances" shall mean those drugs and substances set forth in Schedules I through V of Section 2102 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.* For the purposes of this policy, faculty and staff members include all personnel employed by the University, whether full-time or part-time.

1. Jackson State University will make available to all faculty and staff members a copy of this policy and will notify them that as a condition of employment, the employee must abide by the requirements of this policy.

2. Faculty and staff members are reminded that confidential assistance with substance abuse problems is available through several centers for alcohol and drug education in the greater Jackson area.

3. Supervisors must confidentially refer for counseling any person under their supervision who appears to be having difficulty with substance abuse.

4. Any faculty or staff member who has been convicted of a criminal drug statute violation occurring in the workplace must notify his/her immediate supervisor no later than five (5) days after conviction.

5. Upon notification of such a conviction, Jackson State University will initiate appropriate personnel action within thirty (30) days of such notification.

6. Upon notification of such a conviction, Jackson State University is required by law to notify the applicable funding agency(s) within ten days if the staff member is working in a position that is funded by federal monies.

7. Jackson State University has established a Drug-Free Awareness Program which is administered through the Division of Human Resources and the Interdisciplinary Alcohol/Drug Studies Center. This program includes supervisory training programs, drug counseling for any employee, and confidential referrals for drug problems.

SANCTIONS

A. Depending upon the facts relating to any drug conviction or use, the employee may be: suspended pending further investigation; required to participate in a drug abuse assistance program; issued a written warning; terminated; or allowed to continue in a work status. For terminations, the applicable termination procedures will apply based upon the status of the employee. Any action will be initiated within thirty (30) days after the facts become known by the University.

B. If a faculty or staff member employed on a federal contract or grant fails to notify his/her immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction, he/she will be suspended pending investigation with possible termination.

C. If any employee is suspected of violating any criminal drug statute in the workplace, the Department of Public Safety will be called to begin investigation of the case.

POLICY DISSEMINATION

It is the policy of Jackson State University to maintain a drug-free workplace. In order to inform University employees of this policy as well as the dangers of substance abuse, the following procedures will be used:

1. The University will initially make available to each employee a copy of its Drug-Free Workplace Policy beginning August 1989.

2. A copy of the University's Policy can be secured from the Division of Human Resources and the Interdisciplinary Alcohol/Drug Studies Center. Further, a copy of this policy will be placed on file in the library, offices of the vice-presidents, dean, department chairs and directors.

3. At the time of employment each new employee will be provided a copy of the Drug-Free Workplace Policy by the Division of Human Resources.

4. The Drug-Free Workplace Policy will be incorporated into the Jackson State University *Faculty Handbook* and *Staff Handbook* to inform all faculty and staff members, both present and future, that all employees must abide by this policy as a condition of employment at the University.

DRUG AWARENESS PROGRAM

A Drug Awareness Program for Jackson State University employees is offered through the Interdisciplinary Alcohol/Drug Studies Center. This program includes:

Alcohol/Drug Education: Through faculty and staff workshops, and supervisors' training, information on drug abuse, effect of drugs on work performance and the University's Drug-Free Workplace Policy.

Assessment: Through the use of several assessment tolls, assistance is available to help employees assess their substance abuse behaviors.

Referral: For employees in need of in-patient treatment or other diagnostic services, a listing of alcohol/drug, self-help, in-patient and out-patient services is available.

Print and Audio Visual Materials: As a part of the Center's Alcohol/Drug Library, an array of brochures, pamphlets, monographs, research reports and audio visuals on substance abuse is available.

Confidentiality is a key component of the Center. The staff adheres to the applicable federal confidentiality statute. Any employee's contact with the Center is conducted in an atmosphere of trust and respect.

FOR ADDITIONAL INFORMATION CONTACT:
INTERDISCIPLINARY ALCOHOL/DRUG STUDIES CENTER
P.O. BOX 18890
CONTACT: 601.979.2350
FAX: 601.979.2499

AND/OR

DIVISION OF HUMAN RESOURCES
P.O. BOX 17028
JACKSON, MS 39217
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