



## Policy # 53011

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### DRUG-FREE WORKPLACE

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**Effective Date:** January 15, 2007

**Revised Date:** September 1, 2007

**Responsible Office:** Human Resources

**Division:** Finance

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#### I. PURPOSE/OBJECTIVE

To create an environment which promotes and reinforces healthy, responsible living within the context of its educational mission.

#### II. STATEMENT OF POLICIES

The University is committed to upholding all local, state, and federal laws concerning the use and abuse of alcohol and other drugs, and will support efforts in the campus community to confront violations of these laws.

In conjunction with the [Drug-Free Workplace Act of 1988](#), all employees are notified that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances is prohibited when on official state business, whether on duty or on call for duty, on or off the work site. Failure to comply with this policy may result in disciplinary action up to and including termination. By law, it is the responsibility of all employees to notify Grambling State University within five days if they are convicted of violating any criminal drug statute at the workplace, while on official state business or while on call for duty. Such conduct is also prohibited during nonworking time to the extent that in the opinion of GSU, it impairs the employee's ability to perform on the job or threatens the reputation or integrity of the University. The University is committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, the State of Louisiana will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

It is the policy of Grambling State University to require mandatory drug testing prior to employment for any safety-sensitive/security-related position at the University. Whenever a job offer is made to an applicant for employment who is to be tested for the presence of such substances, the selected applicant should be informed of this requirement.

Random drug testing is conducted on employees serving in a safety-sensitive/security-related position. Additionally, for such employee categories, when the University has a reasonable suspicion that an employee possesses or is under the influence of illegal drugs or alcohol, the employee may be required to submit to drug testing. The employee may, in exceptional cases, also be suspended with pay pending

the receipt of test results and the completion of any investigation conducted by the University.

Assistance for alcohol and drug abuse is available by contacting the Department of Human Resources, Long Jones Hall, Room 151.

**B. Related Policies**

1. State of Louisiana Employee Substance Abuse And Drug-Free Workplace Policy
2. Policy/Procedure on Safety Sensitive and Security Related Employment Substance Abuse Screening (Drug Testing)

**III. SANCTIONS**

The following may be imposed on employees who violate the policy: suspension from duty and pay; termination of employment; referral to a rehabilitation program; and/or referral for criminal prosecution.