

Employee Information Guide

Are There Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol?

Yes, there are risks to both mental and physical health. Generally, health effects are based on a number of factors such as the type of drug used, frequency of use, body chemistry, and weight. Abuse of illicit drugs and alcohol can lead to serious health consequences, included among which are malnutrition, alcoholic hepatitis, cirrhosis of the liver, neurological damage, hormonal imbalance, impaired reproductive system, brain damage, heart disease, heart attack, hypertension, stroke and even death. Additionally, intravenous (IV) drug abusers are at high risk for Acquired Immune Deficiency Syndrome (AIDS).

What Drug or Alcohol Counseling, Treatment or Other Services are Available to Employees and Students?

Confidential counseling and referral assistance are available through the University Comprehensive Counseling Center, Foster-Johnson Health Center. Self-referrals may also be made.

Additional information may be received from the Employee Assistance Program, located in Room 151 of Long-Jones Hall.

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403 Main St.
Grambling, LA 71245
318-247-2237
www.gram.edu

Some of the approved area counseling, treatment and rehabilitation programs are listed below:

- ▶ **Ruston Alcohol and Drug Abuse Clinic**
206 Reynolds
251-4125
- ▶ **Ruston Mental Health Center**
901 White Street
251-4150
- ▶ **Woodland Hills Hospital**
6200 Cypress Street
West Monroe, LA 71291
(318)396-5900
In State, dial 1-800-652-4357

What Happens After Referral for Professional Treatment for Substance Abuse?

An employee who has been referred for professional treatment for substance abuse, upon re-entry to the University work force, must show written evidence of completion of either the required treatment or rehabilitation program, and/or attendance at counseling sessions, depending upon the agreement.



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DRUG—FREE SCHOOLS AND CAMPUSES

Questions and Answers

DRUG FREE SCHOOLS AND CAMPUSES

Grambling State University is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For several years, the University has had in place an Employee Assistance Program (EAP) which refers employees who personally need assistance with substance abuse or who have family members who need assistance.

What is the ACT?

The Drug-Free Schools and Communities Act Amendments of 1989 require that Grambling State University, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use or distribution of illicit drugs and alcohol on University property is prohibited.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1998, all employees are notified that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace. An employee convicted of the unlawful manufacture, possession and distribution of illicit drugs constitutes a felony violation. Employees convicted of a felony are subject to LA ACT 35 of 1982, which mandates termination within 48 hours of conviction. It is the employee's responsibility to immediately report a felony conviction to the supervisor who is required to report same to the respective Vice – President for appropriate follow-up action.

The law requires that, as a condition of eligibility for receiving funds or any other form of financial assistance under any Federal program, after October 1, 1990, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol by students and employees.

What Does This Mean to GSU?

Non-compliance would mean that Grambling State University would no longer receive funds for any of the many Federal Programs at the University, including Student Financial Aid, grants and contracts.

How May Employees be Directly Affected?

All employees are governed by the Act regardless of employment status. Employees who are working with a federally funded program must sign a certificate stating that they will be drug-free throughout the duration of the project.

Employees in violation of the drug-free workplace policy are subject to corrective and disciplinary actions as specified in the [University Handbooks](#).

Voluntary Admission of Drug and Alcohol Abuse

When an employee's work performance falls below average or evidences job-related problems, and that employee voluntarily states that poor performance is due to drug and/or alcohol abuse, the following corrective and/or disciplinary action may be taken.

Corrective actions are those which do not affect current pay, status or tenure and are administered to correct and improve an employee's job performance.

Corrective actions may include counseling, guidance and oral or written warnings, and shall involve the following procedures:

- The employee shall be expected to visit the EAP office for consultation with the staff within three (3) days. The staff will assist with identifying and seeking the appropriate resources for the employee.
- Upon referral and diagnosis in an approved program, the University should be provided with the assessed evaluation which includes the approximate length of required rehabilitation.

- Upon completion of an approved program, the employee shall provide the University with a certified release form from the appropriate staff of the treatment center. If an employee has been on an approved leave of absence, the certified release form must be provided to the University prior to the employee returning to work.

Disciplinary actions are those which reduce or otherwise affect current pay, status or tenure and are administered to discipline an employee for misconduct or poor job performance. Disciplinary actions may be administered concurrently with corrective actions.

Disciplinary actions shall include any of the following: suspension without pay (not to exceed ninety (90) working days), reassignment, demotion, reduction in pay, or dismissal.

Suspended employees shall not be granted annual, sick or holiday leave credit during the period of suspension.

After release from an approved treatment or rehabilitation program, if the employee repeats involvement with alcohol and/or drugs, the employee will be subject to disciplinary action, up to and including termination.

Denial of Drug and Alcohol Abuse. When an employee's work performance falls below average or the employee exhibits job-related problems and that employee denies that performance is due to drug and/or alcohol abuse, corrective or disciplinary action shall be administered as prescribed in the [University Handbooks](#).

If an employee elects not to participate in or withdraws from the approved program prior to completion, corrective or disciplinary action shall be administered as prescribed in the [University Handbooks](#).

Employee Benefits and Status During Treatment and Rehabilitation. In the University's efforts to maintain a "drug-free workplace," reasonable efforts will be taken to keep an employee's job open while the employee is receiving treatment.

Alcoholism and past drug use shall be treated as any other disability covered under the Americans With Disabilities Act.

What are the Applicable Legal Sanctions Local, State and Federal Laws?

The Controlled Substance Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (the legal foundation for Federal control), is a consolidation of numerous laws regulating the manufacture and distribution of narcotics, stimulants, depressants and hallucinogens. The laws of the State of Louisiana are under the Uniform Controlled Dangerous Substances Law (LSA R.S. 40:961). Although laws vary slightly, each provides penalties for unlawful manufacture, distribution, and dispensing of controlled substances which result in fines, imprisonment or both.

The conviction of the unlawful manufacture or possession and distribution of illicit drugs constitutes a felony violation. Employees convicted of a felony are mandated by law to be terminated within 48 hours of conviction.

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The entire Grambling State University campus is declared a Drug-Free Zone. This includes any property used by the University for school purposes, within 1000 (one thousand) feet of any such property, and on a school bus. This also includes playground areas. Signs declaring the Drug-Free Zone should be posted.

Under R.S. 40:981.3, violators of a felony provision of R.S. 40:966—40:970 in a Drug-Free Zone are punishable by law as follows: First conviction mandates the maximum fine and not less than one-half nor more than the maximum term of imprisonment. A second conviction receives the maximum fine and maximum term of imprisonment. Both provisions are enforced without benefit of parole, probation or suspen-

