

ST. LAWRENCE UNIVERSITY

Drug-Free Workplace Policy

The following policy was established in 1990, and re-issued in 2001, in accordance with the federal Drug-Free Workplace Act (Pub. L. No. 100-690, 5151-5160). This policy applies to all St. Lawrence University employees.

BACKGROUND

As St. Lawrence University is a federal grant recipient and/or a federal contractor within the meaning of the Drug-Free Workplace Act (The Act), the University is required to take steps toward maintaining, and to certify to contracting and granting federal agencies that it maintains, a drug-free workplace. In compliance with "The Act," the University adopts the following plan.

- I. Policy: The University is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act, the University will not tolerate the unlawful possession and use of controlled substances * (drugs) on its premises. The University prohibits all employees including employees engaged in the performance of work under the provisions of a federal grant or federal contract, from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.
- II. Guidelines:
 - A. Compliance as a Condition of Employment: Compliance with the provisions of this policy shall be a condition of employment at St. Lawrence University.
 - B. Penalties for Non-Compliance: Any employee engaged in such prohibited conduct, or convicted of a workplace drug violation, shall be subject to discipline up to and including discharge in accordance with existing laws, including where applicable under collective bargaining agreements. The University will weigh all relevant facts and circumstances in reaching a decision to discipline. The University shall retain, without regard to and independent of its decision to impose discipline, the right to require such employee to participate in and successfully complete a drug abuse assistance or rehabilitation program. Refusal to participate in, or failure to successfully complete the program, may itself be grounds for discipline.
 - C. Employee Obligation for Notification of Conviction: In compliance with, and as a condition of continued employment under federal contract or federal grant, any faculty, administrative, secretarial/clerical, support or service employee convicted of any criminal drug statute violation is required to notify the University within five (5) calendar days following such violation. (The term "conviction" means a finding of guilt, including a plea of nolo contendere, or imposition of sentence or both, by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes).
 - D. Establishment and Maintenance of a Drug-Free Workplace: Good faith efforts on the part of the University to establish and maintain a drug-free workplace will include making drug awareness educational programs available and dissemination of drug awareness information for all members of the University community, as well as implementation and enforcement of this policy. In addition, the University will apprise and review with covered employees relevant services available through the University's Employee Assistance Program (EAP).

III. Procedures:

- A. All employees, including faculty, administrative, secretarial/clerical, support, and service employees, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.
- B. Application of the University's corrective discipline policy for violations of this policy and any other related questions should be directed to the Associate Vice President for Human Resources.
- C. All employees, including faculty, administrative, secretarial/clerical, support, or service employees, convicted of any criminal drug statute violation shall provide his or her supervisor, in writing, notice of such conviction within five (5) days of conviction.
- D. The supervisor having knowledge or receiving notification of a conviction shall immediately provide, in writing, notice to the Associate Vice President for Human Resources, so that proper notice can be sent to appropriate federal contracting agencies.
- E. The University's Office of Human Resources through the Employee Assistance Program Office will provide assistance for employees regarding drug education and drug information.

* **Controlled substance** as defined in 21U.S.C. Sec. 812, Schedules I-V, found at the following website, or contact the Human Resources Office, Vilas G2 for a copy:
http://straylight.law.cornell.edu/uscode/html/uscode21/usc_sec_21_00000812----000-.html