

150-11 Substance Abuse in the Workplace

Effective Date: 1/1/92 (revised 2/1/97)

Office of Origin: [Human Resources--Labor/Employee Relations](#)

I. Purpose

The Federal Drug-Free Schools and Communities Act of 1989 requires the University to implement a program to prevent illegal drug and alcohol use by employees and students, and to annually notify each employee and student of the program.

II. Definitions

None provided.

III. Policy

A. The University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. Unlawful manufacture, distribution, possession, or use of controlled substances by University employees and students in the workplace or on University business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.

B. Employees found to be in violation of this policy may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an employee assistance program.

C. The University recognizes drug and alcohol dependency as treatable conditions and offers employee support programs for University employees with substance dependency problems. Information obtained regarding an employee during participation in an employee assistance program will be treated as strictly confidential.

D. The Drug-Free Workplace Act of 1988 requires that University employees directly engaged in the performance of a federal contract or grant shall abide by this policy as a condition of employment and shall notify the University within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the federal contracting or granting agency within ten days of receiving notice of such conviction.

IV. Responsibility

Contact Office of Origin (see above) with any questions.

V. Related Policies

- Sale and Service of Alcoholic Beverages (Policy [200-22](#))

VI. References

- *UCSF Campus Code of Conduct*
- Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D)
- Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812), and are further defined by regulations 21 CFR 1308.11 through 1308.15
- Federal Drug-Free Schools and Communities Act of 1989