

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Human Resources Policy ER-8**  
**Drug Free Work Place**

**SUBJECT:** Drug Free Workplace

**PURPOSE:** To establish a policy to provide a workplace for Sam Houston State University employees that is drug free in compliance with the Anti-Drug Abuse Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989.

**POLICY:** It is the policy of Sam Houston State University that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace of Sam Houston State University. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

**CONTENTS:**

1. Drug Free Awareness
2. Conditions of Employment
3. Notice of Conviction
4. Response to Conviction

1. Drug Free Awareness --- A Drug Free Awareness Program established to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. SHSU's policy of maintaining a drug free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance programs;
  - d. the penalties that may be imposed upon employees for drug abuse violations; and
  - e. the Human Resources Department provides Drug Free Awareness information to all new employees at the time of employment and current employees annually.
2. Conditions of Employment --- As a condition of employment at SHSU the employee will:
  - a. Abide by the terms of this policy.
  - b. Notify the AVP of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. Notice of Conviction --- SHSU will notify contracting or granting agencies within ten (10) days after receiving a notice of a conviction from an employee or otherwise receiving actual notice of the conviction.
4. Response to Conviction --- SHSU will, within thirty (30) days after receiving notice from an employee of a conviction as described in 2.b. above, respond as follows:
  - a. take appropriate personnel action against the employee up to and including termination; or
  - b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Reviewed by: Rhonda Beassie, AVP for Human Resources & Diversity  
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