

## **San Francisco State University Office of the President**

**Date: February 20, 1990**

**TO: Cabinet Officers, Deans, Department Chairs, Administrative Officers**

**FROM: Robert A. Corrigan, President**

**SUBJECT: University Executive Directive #90-15: Policy on Substance Abuse in the Work Place**

The attached Executive Directive regarding substance abuse is effective immediately. This policy has been developed as an adjunct to Executive Directive #89-12, the Alcohol and Drug Policy. While that policy regulates the consumption of alcoholic beverages on campus and at University-sponsored events, the present Executive Directive addresses the University's recognition that drug and alcohol dependency are treatable conditions, and emphasizes our commitment to provide assistance to members of the campus community with drug and alcohol problems.

In addition, included in this policy are the guidelines required by the Drug-Free Workplace Act of 1988 regarding University employees who are engaged on federal grants or contracts. All members of our campus community should be familiar with these guidelines.

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### **San Francisco State University Policy on Substance Abuse in the Workplace**

San Francisco State University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances (as defined in schedules I through V of the Controlled Substances Act, 21 United States Code 812, as amended) . Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by University employees in the workplace or on University business is prohibited. In addition, employees shall not use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks.

Employees found to be in violation of this Policy may be subject to corrective action, up to and including dismissal, or may be required, at the discretion of the University, to participate satisfactorily in an approved counseling or rehabilitation program.

The University recognizes that drug and alcohol dependency are treatable conditions, and offers an employee assistance program (the Campus Assistance Program) for University employees with substance abuse and dependency problems. Faculty and staff are encouraged to seek assistance for drug and alcohol-related problems, and may use approved leaves of absence for this purpose, in addition to using approved vacation or sick leave or attending programs outside of regular working hours.

All information regarding an individuals participation in the Campus Assistance Program is considered confidential, and will not be disclosed to anyone nor made part of the official personnel file without the individuals consent. A faculty or staff member's job security or opportunity for promotion will not be jeopardized by participation in the Campus Assistance Program or other approved substance abuse counseling or rehabilitation programs.

### Special Requirements for Employees Engaged in Federal Contracts and Grants

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) , requires that San Francisco State University employees who are directly engaged in the performance of work on 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 such notice of conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in an approved drug abuse counseling or rehabilitation program.

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