

# Shawnee State University

POLICY TITLE:	DRUG-FREE CAMPUS & WORKPLACE
POLICY NO. :	5.06REV
ADMIN CODE:	3362-5-07
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	05/06/16
NEXT REVIEW DATE:	5/2018
RESPONSIBLE OFFICER(S):	VPF&A/VPEM&SA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND APPLICATION

1.1 Shawnee State University is committed to maintaining a workplace and educational environment free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees, students, and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where the public, students, or employees of the university are conducting university business or participating in any sponsored activities.

1.2 This policy applies to university visitors, faculty, staff, and students.

## 2.0 EMPLOYEE AND STUDENT RESPONSIBILITIES

It is the responsibility of each campus visitor, faculty member, staff member, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken, up to and including termination or dismissal from the University, in accordance with the applicable university policy, collective bargaining agreement or student conduct code, and possible criminal prosecution.

## 3.0 SUBSTANCE ABUSE AWARENESS

3.1 In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act, the university will promote substance-abuse awareness that may include the following:

3.1.1 Resource information (booklets, brochures, pamphlets, etc.) regarding health and safety concerns from substance abuse and information regarding the availability of and/or referral to community-based, approved substance abuse counseling and rehabilitation services are available through the Department of Counseling and Health Services for students.

3.1.2 Employees seeking additional resources are encouraged to contact the University's Employee Assistance Provider (EAP) where confidential assistance is available seven days a week, 24 hours per day. Information about the plan, resources, and services is available at

[www.shawnee.edu/offices/human-resources/media/IMPACT-EAP-Overview-for-SSU.pdf](http://www.shawnee.edu/offices/human-resources/media/IMPACT-EAP-Overview-for-SSU.pdf)

3.1.3 Education concerning substance abuse, especially of alcohol and drugs, will be provided periodically on campus. The university community is encouraged to take advantage of these opportunities to become more aware of the effects of substance abuse.

#### 4.0 FEDERAL GRANTS AND CONTRACTS

The University will establish a process to ensure compliance with the notification requirements of the Drug Free Workplace Act of 1988 as applied to employees who work under a federal grant or contract.

#### History

Replaces: 5.07 (*Eff.* 03/13/89)

Effective: 10/15/90

Revised: 05/06/16