

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:13

DATE: January 1989

REVISION / REVIEW DATE: Aug 1990, Oct 1996, May 1997, Oct 2008, Aug 2011, Nov 2014

SUBJECT: Substance Abuse

APPROVED: William A. Meehan, President

PURPOSE

This policy affirms Jacksonville State University's commitment to providing a drug-free work place for its employees. The University will not tolerate substance abuse that imperils the health and well-being of its employees, students or visitors.

POLICY

The unlawful use, possession, manufacture, distribution or dispensing of drugs on University property is strictly prohibited. Possession or use of alcohol, except in approved locations with University sponsorship, is prohibited (See Policy [I:04:07](#)). For purposes of this policy, University property is defined as the campus, its buildings and vehicles **or** participation in a JSU sponsored activity off campus.

Employees are expected to report to work on time and in an appropriate mental and physical condition to carry out their assigned duties. Employees whose absenteeism, tardiness, or poor work performance result from on- or off-campus substance abuse will be subject to disciplinary action up to and including termination.

Employees who are convicted of a criminal drug statute must notify the University in writing or his/her conviction no later than five days after such conviction.

Employees needing assistance in dealing with substance abuse problems are encouraged to work through the University's Employee Assistance Program. Contact the Office of Human Resources for information on the EAP.

Employees will be given a copy of the Substance Abuse Policy at the time of employment.

RESPONSIBILITY

The Vice President for Finance and Administration is responsible for this policy

EVALUATION

This policy will be evaluated in a biennial basis by the Chief Human Resources Officer.