

# Drug-Free Workplace (Controlled Substance Policy)

LAST REVISED ON 11/2019

**This policy applies to:** All faculty, staff, and student employees

## I. Policy

The University is committed to the development and maintenance of a drug-free environment, and will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on University of Rochester owned or controlled property.

## II. Guidelines

**A. Sanctions for Violation or Non-Compliance:** Corrective action in accordance with the University's [Corrective Discipline Policy \(#154\)](https://www.rochester.edu/policies/policy/corrective-discipline/) (<https://www.rochester.edu/policies/policy/corrective-discipline/>), relevant provisions of the Faculty Handbook, or the University Handbook on Student Discipline will be imposed upon, and/or satisfactory participation in a drug rehabilitation program may be required by, any faculty member, staff member or student employee who is found to be in violation of any provision of this policy.

**B. Compliance as a Condition of Employment:** Compliance with the provisions of this policy shall be a condition of employment at the University.

**C. Employee Obligation for Notification of Conviction:** In compliance with federal law any faculty member, staff member or student employee convicted of any criminal drug statute violation which has occurred in or on the workplace premises is required to notify the employer within **five (5)** calendar days following such conviction.

**D. Employer Obligation for Notification:** The University is obligated to notify the appropriate federal contracting agency, if applicable, within **ten (10)** days of receipt of notice of an employee conviction as described in “C” above.

**E. Maintenance of a Drug-Free Workplace:** Good faith efforts on the part of the University to establish and maintain a drug-free workplace will include providing on-going drug awareness educational programs and dissemination of drug awareness information for all members of the University community as well as implementation and strict enforcement of this policy.

### **III. Procedures**

**A.** Each faculty, staff, and student employee, as well as those newly hired at the time of their orientation, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.

**B.** Any faculty or staff member convicted of **any** criminal drug statute violation which has occurred in or on the workplace premises shall provide his or her supervisor or appropriate academic officer notification, preferably written, of such conviction, including any resultant conditions, within five days of conviction. Student employees shall notify the Career Center Office.

**C.** An academic officer, supervisor or student employment official having knowledge or notification of a conviction as described in “B” above shall immediately provide, in writing, notice to the Associate Vice President for Human Resources (or designee). Under certain conditions, the Associate Vice President for Human Resources will notify the Director of the Office of Research and Project Administration (ORPA), so that proper notice can be sent to the appropriate federal contracting agency.

**D.** The University will offer on-going drug education and awareness programs for the University community as well as provide drug informational materials. Faculty, staff and students are expected to avail themselves of these programs and materials. Schedules and locations will be publicized in University media.

**E.** Application of the University's corrective discipline policy for violations of this policy, and any other related questions should be referred to the Offices of Human Resources at the Medical Center [\(585\) 275-2513 \(tel:5852752513\)](tel:5852752513) or River Campus [\(585\) 273-4320 \(tel:5852734320\)](tel:5852734320). Student employees should refer to the Career Center Office [\(585\) 275-3226 \(tel:5852753226\)](tel:5852753226).

**See also:**

- [#151 Drug Testing Policy \(https://www.rochester.edu/policies/policy/drug-testing/\)](https://www.rochester.edu/policies/policy/drug-testing/)
- [#154 Corrective Discipline \(https://www.rochester.edu/policies/policy/corrective-discipline/\)](https://www.rochester.edu/policies/policy/corrective-discipline/)
- UR Handbook on Student Discipline
- UR Here (Handbook for Students)
- Current Faculty Handbook

**ABOUT THIS POLICY**

**Policy Applies To**

Faculty, Staff, Student Employees

**Policy Number**

171

**Issuing Authority**

Human Resources

**Responsible Officer**

Chris Walsh

**Contact Information**

[christopher\\_walsh@urmc.rochester.edu \(mailto: christopher\\_walsh@urmc.rochester.edu\)](mailto:christopher_walsh@urmc.rochester.edu)

**ADDITIONAL RESOURCES**

**[Standards of Student Conduct \(https://www.rochester.edu/college/cscm/conduct.html\)](https://www.rochester.edu/college/cscm/conduct.html)**

**[Faculty Handbook \(https://rochester.edu/provost/FacultyHandbook/\)](https://rochester.edu/provost/FacultyHandbook/)**

## **RELATED POLICIES**

**[Drug Testing Policy \(https://www.rochester.edu/policies/policy/drug-testing/\)](https://www.rochester.edu/policies/policy/drug-testing/)**

**[Pre-placement Drug Testing \(https://www.rochester.edu/policies/policy/pre-placement-drug-testing/\)](https://www.rochester.edu/policies/policy/pre-placement-drug-testing/)**

**[Corrective Discipline \(https://www.rochester.edu/policies/policy/corrective-discipline/\)](https://www.rochester.edu/policies/policy/corrective-discipline/)**

## **POLICY KEYWORDS**

**[Conduct \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=346\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=346)**