

INDIANA STATE UNIVERSITY

DRUG-FREE WORKPLACE POLICY

The Drug-Free Workplace Act of 1988 requires the University to enact a policy for the purpose of creating and maintaining a drug-free workplace. Drug abuse in the workplace is contrary to the goals and objectives of Indiana State University. Failure to adhere to this policy can result in the University's ineligibility to receive any grant funds or federal contracts for up to five years.

Indiana State Universities [Drug-Free Workplace Policy](#) can be found in the University handbook under the Campus-Wide Policies.

POLICY:

Indiana State University policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in any part of the University or at any University activity. Legal use of alcohol may be permitted on campus only if approved by the University President or designee.

Violations of Policy: Any employee or student who is in violation of University policy or is convicted of a drug statute violation arising out of conduct occurring in the workplace or at a University activity will be subject to any one or a combination of the following:

- A verbal warning;
- A written warning;
- Disciplinary probation (students);
- Required participation in a drug or alcohol rehabilitation program;
- Suspension from duty and/or enrollment; and/or
- Termination of employment under standard University procedures.
- Referral to the Employee Assistance Program for evaluation, assessment, and counseling for possible treatment (employees);

Treatment: Any employee or student referred for treatment or other rehabilitation will be required to complete the prescribed treatment as a condition of continued employment or enrollment.

Further Information: Further information concerning legal sanctions under state and federal law may be secured from the University Legal Affairs Office.

Notification Requirement: Any faculty or staff member convicted of a drug violation arising out of conduct occurring in the workplace must notify either the Human Resources Office or the appropriate vice president of the conviction no later than five (5) days after the conviction.

Grant or Contract Employees: Certain grants and contracts awarded by federal, state, or local agencies or other grantors may require notification of the conviction. If the convicted employee is working under a grant or contract subject to the Drug-Free Workplace Act, ISU shall notify the grantor of the award of the employee's conviction within ten (10) calendar days of receipt of such notice either from the employee or as otherwise received.

All Employees must abide by the policy as a condition of employment.