

## **Academic Affairs**

### **Southern Oregon University Drug-Free Workplace Policy**

Southern Oregon University is committed to maintain a drug-free workplace. The unlawful manufacture, possession, distribution, or use of controlled substances by university employees in the workplace is prohibited. All employees of the University, including student employees, must abide by this policy.

Any employee convicted of violating a criminal drug statute in the workplace must notify his or her supervisor and the Director of Human Resources, Classified (552-6511), or the Director of Human Resources, Unclassified (552-6512), no later than five days after such conviction. If the employee is involved in work supported by a federal agency, the federal agency will be notified within ten days after receiving notice of the criminal drug statute conviction.

In addition to any penalties under federal and state law, employees found to be in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations, Oregon State Board of Higher Education administrative rules, applicable collective bargaining agreements, and applicable university administrative rules and directives. If imposed, sanctions will include appropriate personnel action (up to and including termination), and may require satisfactory employee participation in an approved substance abuse assistance or rehabilitation program.

The University supports programs for the prevention of controlled substance abuse by university employees and students, as well as assistance programs for those with problems related to controlled substance abuse. Eligible faculty and staff are encouraged to seek assistance for controlled substance dependency problems through the Employee Assistance Program (1-800-433-2320). No-cost, confidential evaluation, consultation, and referral services are available to employees through this program. The University also provides no cost confidential assistance for eligible students with dependency problems through the Health and Wellness Center. The health benefits packages available to all eligible university employees provide at least partial reimbursement of expenses related to treatment and rehabilitation services associated with substance abuse problems.