

POLICY MEMORANDUM

No. III-57

Drug and Alcohol Abuse in the Workplace

PURPOSE AND PHILOSOPHY

Federal law requires that the University have a policy on drug and alcohol abuse in the workplace which meets certain statutory requirements. The federal law also mandates that the University have a drug and alcohol awareness program. This campus policy outlines the specifics of these programs.

POLICY AND PROGRAM

The campus and/or system offices will:

- 1) The Office of the Vice Chancellor for Student Affairs and the Office of the Associate Vice Chancellor of Human Resource Services, Affirmative Action, Diversity and Inclusion will coordinate an annual notice to all current staff, and faculty a copy of the Missouri University of Science and Technology Substance Abuse Prevention Program memo from the Chancellor which outlines standards of conduct, legal sanctions, health risks, resources and University discipline;
- 2) The Office of the Registrar will assure that this same information is printed on all student grade reports;
- 3) The Office of Human Resource Services, Affirmative Action, Diversity and Inclusion will provide to all new non-academic employees during new employee orientation a copy of the Chancellor's memo on the Drug Free Awareness Program;
- 4) The Office of Human Resource Services, Affirmative Action, Diversity and Inclusion will maintain a copy of the Chancellor's Drug Free Awareness Program memo on its webpage;
- 5) In September, the Associate Vice Chancellor of Human Resource Services, Affirmative Action, Diversity and Inclusion will send a bi-annual notice to all Directors and Department Chairs requesting their assistance in notifying him/her of any 'workplace' alcohol/drug violations;
- 6) The Office of Human Resource Services, Affirmative Action, Diversity and Inclusion will maintain an alcohol and controlled substance testing program for drivers of qualifying commercial motor vehicles (qualified drivers are tested on a pre-employment, reasonable suspicion, random, return-to-duty and follow-up testing basis);
- 7) A biennial review of the campus wide alcohol/drug educational program statistics will be completed by the Office of the Vice Chancellor for Student Affairs; and

- 8) All student organizations which serve, provide, allow or sell alcoholic beverages at their organization-sponsored events must send their President, one additional officer, and advisor to a mandatory Risk Management Seminar coordinated each semester by the Student Activities Department.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Office of the Vice Chancellor for Student Affairs and the Office of Human Resource Services, Affirmative Action, Diversity and Inclusion

BASIS: Drug-Free Work Place Act of 1988, and the Federal Drug-Free Schools and Communities Act of 1989, and University of Missouri Human Resource Services Manual [HR-508](#)



John F. Carney III
Chancellor