

## POLICY AND PROGRAM FOR A DRUG-FREE WORKPLACE Washington State University

The teaching, research, and public service missions of Washington State University (WSU) must be consistent with state and federal laws concerning controlled substances. Thus, a policy statement and education and training program have been developed to insure that student, faculty, and staff employees do not use any controlled substances in the workplace. The Drug-Free Workplace Policy and Program of WSU is in compliance with the Drug-Free Workplace Act of 1988.

### POLICY

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in or on property owned or controlled by WSU. No employee will report to work while under the influence of an unlawful controlled substance. Violation of this policy may result in a referral for mandatory evaluation or treatment for substance abuse disorder. Disciplinary action may include dismissal from employment.

To comply with federal law, WSU requires that an employee notify the employing official of any criminal drug statute conviction occurring in the workplace no later than five days after conviction. If the employee is engaged in a federally-sponsored grant or contract, WSU will notify the agency within 10 days of having received notice that the employee has been convicted of such a drug statute violation. WSU also will take disciplinary action against, or require the satisfactory participation in a state-certified drug abuse assistance or rehabilitation program by any WSU employee who is so convicted. Disciplinary action may include dismissal from employment or other appropriate personnel action(s).

Employment at WSU is conditioned on the willingness of the employees to abide by this policy.

### PROGRAM

WSU is committed to a drug-free workplace and has developed an education and training program to ensure that all WSU employees are aware of the issues regarding drug abuse in the workplace, including: 1) the dangers of such uses; 2) the policy of WSU regarding a drug-free workplace; 3) the availability of the Washington State Employee Advisory Service for drug abuse counseling and rehabilitation programs; and 4) the penalties that may be imposed upon employees for drug abuse violations. Each employee of WSU shall receive a written copy of the Drug-Free Workplace policy statement and the drug awareness education and training program description.

The education and training program will be coordinated by the Office of Human Resource Services and the Student Counseling Services. Each employee is notified that, as a condition of employment he or she must abide by the policy and must notify the employing official of any criminal statute conviction for violation occurring in the workplace, no later than five days after conviction. Failure to abide by the policy statement may result in disciplinary action.

Classified staff disciplinary action, including dismissal, is initiated in accordance with the Washington Administrative Code. Disciplinary procedures for faculty members are set forth in the Faculty Manual.

WSU is making a good faith effort to maintain a drug-free workplace by implementation of this program.