



Procedure 6.2: Personnel Drug and Alcohol Abuse Prevention  
Volume 6: Human Resources  
Managing Office: Office of Human Resources  
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## **I. PURPOSE**

Alabama A&M University strives to maintain an environment that promotes the health and safety of the community; therefore, the purpose of this policy is to ensure that Alabama A&M University maintains a drug-free and alcohol-free environment in all buildings and University-owned or controlled vehicles. This procedure applies to all personnel (e.g., full and part-time faculty and staff, including adjunct faculty and temporary employees) of Alabama A&M University.

## **II. POLICY**

It is the policy of Alabama A&M University to strictly prohibit the unlawful possession, use, distribution, sale, or manufacture, of illicit drugs, controlled substances (including prescription drugs), and alcohol by personnel on any property owned or controlled by the university or as any part of a university-sponsored program off campus (including, but not limited to supervision of students on field trips, study abroad, clinical education, volunteer activities, and participation in team or organizational activities). Use of illicit drugs, controlled substances, and alcohol includes being under the influence of such substances. The possession of illicit drug and controlled substances paraphernalia is prohibited. Controlled substances are defined by federal law and include, but are not limited to, opium, hallucinogens (e.g., marijuana, mescaline, etc.), cocaine, amphetamines, heroine, and morphine. All personnel must adhere to local and federal laws concerning alcohol and drugs and are expected to conduct themselves in a manner consistent with university expectations set forth in policies, rules, and procedures. This policy does not prohibit the lawful use by personnel of their personal prescribed drugs which are taken under a physician's care. This policy does not prohibit the lawful and sanctioned use by an instructor or professor of beer, wine, or liquor used exclusively in conjunction with an authorized course offered at AAMU and used solely for instructional purposes in the classroom facility, such as a culinary course in which alcohol is used for cooking purposes only.

The use of any funds of the university, including, but not limited to staff senate, faculty senate, and student activity monies, or any attempt to obligate such funds for use,

consumption, possession, distribution or sale of alcoholic beverages and/or illegal drugs is strictly prohibited.

### **III. PROCEDURE**

#### **A. Discipline / Personnel Actions**

Any employee taking any of the above actions will be subject to immediate termination by means of the termination procedures available by employment agreement, if any, and/or University procedures, policies, or handbooks, or other disciplinary sanctions as provided through disciplinary policies.

Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Termination
2. Suspension
3. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program
4. Recommendation for professional counseling
5. Referral for prosecution
6. Letter of warning
7. Probation

Additionally, employees are required to notify the University's Office of Human Resources, in writing, of any drug convictions resulting from a violation in the work-place no later than five (5) days after the conviction. Conviction is defined as a finding of guilt, pleas of *nolo contendere* or imposition of a sentence by any state or federal judicial body.

#### **B. Criminal Prosecution**

Local and federal laws prohibit the unlawful use, manufacture, possession, control, and sale of any illicit drug, controlled substance, or alcohol. These criminal laws carry penalties for violations, including monetary fines and imprisonment. In addition to Alabama A&M University disciplinary action and the imposition of appropriate institutional sanctions, Alabama A&M University administrators may refer any employee violating this policy or applicable laws to the appropriate local and/or federal authorities for prosecution.

Alabama A&M University cooperates fully with law enforcement authorities.

#### **C. Health Risks Associated with Drugs and Alcohol**

The risks associated with the use of illicit drugs and alcohol are numerous and include, but are not limited to, physical and mental impairment, emotional and psychological deterioration, and adverse effects on interpersonal relationships. Risks also include being officially prosecuted for criminal acts, such as driving under the influence or while intoxicated and sustaining or causing personal injury. There are a number of less obvious risks to individuals that are associated with alcohol and drug use, including:

- Poor work performance
- Poor social interactions
- Jeopardizing career prospects, (e.g., loss of professional licensure)

#### **D. Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs**

Alabama A&M University does not provide drug/alcohol counseling for personnel at an on-campus or off-site facility; however, employees may utilize the programs identified below for personal substance abuse counseling services.

##### **1. Guardian's WorkLife Matters Employee Assistance Program (EAP) - Integrated Behavioral Health**

All full time employees of Alabama A&M University may utilize the services of Guardian Insurance Company's WorkLife Matters Service offered through Integrated Behavioral Health. Enrollment in health insurance (e.g., medical, vision, or dental) plans offered by Alabama A&M University is not required for participation. The WorkLife Matters program provides assistance to employees and families with balancing the demands of work and home. The WorkLife Matters Employee Assistance Program (EAP) provides access to resources and solutions to problems of daily living, including personal counseling services. In addition, the EAP offers resources that are designed to enhance the quality of life by helping members with personal and family development and improving productivity at work and home. For information or counseling call 1-800-386-7055 or visit <http://www.ibhworklife.com/>.

**AUTHORITY:** The Drug-Free Schools and Communities Act of 1989, 20 U.S.C Section 1145g and 34 C.F.R. 86.