

UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies & Procedures	Effective:	June 2000
Section 2.5	Institutional Compliance Program	Revised:	November 2016
Policy 2.5.4	Drug-Free University Community and Workplace	Responsibility:	Vice President for Human Resources and the Vice President for Academic, Faculty and Student Affairs

DRUG-FREE UNIVERSITY COMMUNITY AND WORKPLACE

Overview

The purpose of this statement is to comply with the federal Safe and Drug-Free Schools and Communities Act Amendment of 1989 and the Drug-Free Workplace Act of 1988. The statements provided below represent UT Health San Antonio policy with regard to the abuse and/or distribution of alcohol, drugs, and controlled substances by faculty, staff and students.

Policy

1. The unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on duty, while in or on premises or property owned or controlled by the UT Health San Antonio, or while in vehicles used for UT Health San Antonio business are prohibited. A controlled substance is any substance so defined by federal or state statute or regulation.
 2. The unauthorized use or possession of alcohol while on duty or while in vehicles used for UT Health San Antonio business is prohibited.
 3. Use of alcohol or an illegal drug or controlled substance while not on duty which adversely affects job performance or may adversely affect the health or safety of other employees, students, visitors or patients is prohibited.
 4. The use of alcohol at an authorized UT Health San Antonio function, in the course of official UT Health San Antonio business, or at an authorized UT Health San Antonio site, which adversely affect job performance or may adversely affect the health or safety of any other person is prohibited. Alcoholic beverages on UT Health San Antonio property are permissible only by prior written Presidential approval for specific events. See [Section 8.2.3](#), "Use of Alcoholic Beverages on Campus", of the *Handbook of Operating Procedures*.
 5. Warnings about prescribed or over-the-counter medication and its impact on work performance or on individual or job safety
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must be heeded by the employee and student. A supervisor’s advice and assistance may be necessary when job adjustments are required to ensure an employee’s ability to perform assigned work in a safe manner because of use of such medications.

6. Distribution to others of a drug or controlled substance obtained pursuant to a prescription, except by duly licensed and certified persons, while on duty or while in or on premises or property controlled by the UT Health San Antonio is prohibited.

Procedure

The Drug-Free Schools and Communities regulations require universities receiving any form of federal funding to develop and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students. The program must include an annual notification to the campus community of four program elements and a biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions. The four required program elements include:

- Standards of Conduct
- Description of Sanctions
- Description of Health Risks
- Description of Treatment Options

Standards of Conduct

1. Student Conduct. Student misconduct related to alcohol or other drug use will not be tolerated. The Student Catalog addresses student conduct and misconduct. This information may be accessed through the UT Health San Antonio Student Catalog at <http://catalog.uthscsa.edu/generalinformation/institutionalpolicies/studentconductanddisciplinepolicy/studentconductanddisciplinepolicy.pdf>
2. Employee/Faculty Conduct. Employee misconduct related to alcohol or other drug abuse will not be tolerated. The Standards

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of Conduct may be accessed through the Office of Regulatory Affairs & Compliance website at <http://uthscsa.edu/compliance/indiv/standard.asp>

Description of Sanctions

A number of sanctions beyond expulsion from the University or termination from employment may follow a violation of this policy.

1. Student Sanctions. Consequences of violations of UT Health San Antonio student policies on alcohol and other drug related misconduct may include but are not limited to:
 - Disciplinary probation;
 - Withholding of grades, official transcript, and/or degree;
 - Bar against readmission;
 - Suspension from the institution for a specified period of time;
 - Expulsion (permanent separation from the institution); and
 - Revocation of degree and withdrawal of diploma.

2. Employee/Faculty Sanctions. Employees, including faculty who violate the alcohol and other drug abuse policy are subject to discipline up to and including termination.
 - a. The unauthorized purchase, manufacture, distribution, possession, sale, storage or use of alcohol, illegal drugs or controlled substances while on duty, while in or on premises or property owned or controlled by the UT Health San Antonio is prohibited by University policy and will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination depending upon the circumstances.

 - b. Any employee who is found guilty (including a plea of not

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contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on premises controlled by the University shall report such action to the Vice President for Human Resources within five (5) days.

- c. Notifying the contracting agency within ten (10) days after notice of an employee conviction when that employee is engaged in the performance of such contract, and taking appropriate action within thirty (30) days of the notice of employee conviction.
- d. An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

Description of Health Risks.

The following information on health risks appears in *What Works: Schools Without Drugs*, U.S. Department of education (1992).

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Description of Treatment Options

A variety of counseling services and treatment centers are available for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Students should contact the Student Health Clinic (SHC) for current referral information. Faculty and employees may contact the Employee Assistance Program at (800) 346-3549 for current referral information. Employees and students who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources.

Annual Notice

The Office of Regulatory Affairs & Compliance will provide the annual [Drug-Free Workplace Notice](#) by email notification to all faculty and employees during September of every year. The Vice President for Academic, Faculty and Student Affairs will provide the annual [Drug-Free Workplace Notice](#) by email notification to all students during September of every year.

Biennial Review

The Office of Human Resources will coordinate the required biennial review of the program's effectiveness and the consistency of the enforcement of sanctions for employees. The Vice President for

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Academic, Faculty and Student Affairs will coordinate the required biennial review of the program's effectiveness and the consistency of the enforcement of sanctions for students and faculty. The reviews will be completed jointly and on file by December 31 of even numbered calendar years.
