

DRUG-FREE WORKPLACE POLICY

In order for the University of Redlands to maintain its high quality of education, it is essential that each employee perform to the best of their ability. There is evidence that the use of drugs impairs an employee's job performance and can create an unacceptable risk of error or injury. Accordingly, it is the policy of the University of Redlands to comply with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances in the workplace is strictly prohibited. The use of any drug or controlled substance off-campus or during non-working hours is also prohibited if such use impairs the employee's ability to perform their job safely and efficiently.

As a condition of continued employment, all University of Redlands faculty, administrators, and staff are required to follow this policy.

Should any drug conviction result from a violation at the University of Redlands of the policy on controlled substances, the employee must notify the employer no later than five days after the conviction.

The University of Redlands must notify any federal contracting or granting agency or office of any employee's drug conviction resulting from a violation at the University of Redlands within ten days after receiving notice.

The University of Redlands will take one of the following actions within thirty days of receiving notice with respect to any employee who has been convicted:

1. Personnel action up to and including termination or;
2. Requiring the employee to participate satisfactorily in a drug abuse assistance, employee assistance, or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

Contact the Human Resources Center for assistance regarding procedures to follow to utilize the University's group health insurance plan, sick leave, and disability plans, as well as a list of external agencies and individuals that offer counseling and referral services.

The cost of treatment will be the employee's responsibility; however, an eligible employee may use our group health insurance benefits if available in accordance with the terms of the insurance policy or the employee assistance program through the health insurance.