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To: All Faculty <AllFaculty@msoe.edu>; All Staff <AllStaff@msoe.edu>

Subject: February HR News



POLICY SPOTLIGHT

Drug Free Workplace Policy/Alcohol Policy

MSOE is committed to a workplace free of illicit drugs and alcohol. Therefore, and in accordance with the Drug-Free Workplace Act of 1988, the university has adopted the following policy: All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. For purposes of this policy, the workplace is defined as both on-campus and off-campus locations in which an employee is performing duties within the scope of his or her employment. Any sustained violations of this rule will result in disciplinary actions which could include termination of employment. Any employee in violation of this rule may also be required to participate in a drug abuse assistance or rehabilitation program. The unlawful manufacture, distribution, or possession of controlled substances are felonies and persons convicted of these violations are subject to imprisonment.

In addition, all employees participating in activities funded by federal grants, contracts or cooperative agreements are required to comply with the above rule and to notify MSOE of any federal and state criminal drug conviction for a violation occurring in the workplace no later than five calendar days after such conviction. Failure to abide by the above policy or failure to notify MSOE of any indicated conviction may result in appropriate disciplinary action, including termination of employment.

In addition to being a drug-free workplace, MSOE prohibits employees from being under the influence of alcohol while at work. The abuse of illicit drugs and alcohol directly interferes with the development and performance of the individual. The effects of that use/abuse diminish the working environment for all.

The Human Resources Department or Counseling Services in the Kern Center may be contacted for information about drug and alcohol counseling or rehabilitation programs.

We ask for everyone's help in maintaining an alcohol and drug-free workplace.

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