

## Drug Free Workplace

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**Policy No.: 540-50**

Effective: 3/21/00

**POLICY:**

It is the policy of California State University, Northridge to maintain a workplace free of illegal drugs. California State University, Northridge employees and students are expected to comply with campus rules and regulations which are contained in the Facilities Use Manual which expressly prohibit the unlawful manufacture, use, sale, purchase, transfer or possession of dangerous drugs or narcotics, as those terms are used in federal statutes. This includes marijuana, cocaine, heroin and morphine, as well as barbiturates and amphetamines. In addition, campus regulations contained in the Facilities Use Manual prohibit employees and students from being under the influence of alcohol and/or any legal or illegal drug while engaged in work on or off campus. Legally prescribed medications which do not adversely affect the employee's or student's work ability, job performance, or the safety of that individual or others, are an exception to this policy.

In addition to any State or Federal penalties resulting from conviction for a drug offense, violations of this policy while on or off campus when in work status by faculty or staff shall be grounds for appropriate disciplinary action up to and including dismissal. Violation of campus regulations concerning possession, sale, use or distribution of dangerous drugs or alcohol subjects students to expulsion, suspension, probation, withdrawal of financial aid or lesser sanctions.

The University also complies with the requirements of The Drug-Free Workplace Act which contains specific reporting requirements for employees who are paid for work on a federal contract or grant and are convicted of any criminal drug statute violation occurring in the workplace or while on University Business.

**PURPOSE:**

The purpose of this policy is to inform California State University, Northridge employees and students about the University's obligation to create and maintain a drug-free environment.

**PROCEDURES:**

1. Violations of this policy by faculty and staff employees will be reviewed and appropriate action taken pursuant to standard University practices for progressive discipline.
2. Violations of this policy by students shall be grounds for expulsion, suspension, probation, withdrawal of financial aid or lesser sanctions pursuant to standard University practices for student discipline.
3. In compliance with the Drug-Free Workplace Act employees who are engaged in work on a federal grant shall also abide by the above standards of conduct as a condition of employment, and in addition shall notify the Associate Vice President of Human Resources of any criminal drug statute violation occurring in the workplace or while on university business, no later than 5 days after conviction. California State University, Northridge is required to notify the federal contracting/granting agency within 10 days of receiving such notice of conviction and to take appropriate corrective action.

## **RESPONSIBILITIES:**

### **Employees and Students:**

1. Employees and students are to maintain a drug-free workplace while engaged in university work either on or off campus.
2. Employees and students are prohibited from being under the influence of alcohol and/or any legal or illegal drug while engaged in university work on or off campus. Legally prescribed medications which do not adversely affect the employee's or student's work ability, job performance or the safety of that individual or others, are an exception to this policy.
3. Employees working on a federal contract or grant must, additionally, notify the Associate Vice President of Human Resources no later than 5 days after a drug statute conviction occurring in the workplace or while on university business.
4. The Associate Vice President of Human Resources is required to notify the federal contracting/granting agency within 10 days of receiving such notice of conviction and must recommend appropriate corrective and/or disciplinary action.
5. The Office of Human Resource is responsible for distributing the Drug-Free Workplace Campus Policy each year to all employees on campus. In addition, the office shall give the policy to each new employee at the time of hire.

## **REFERENCES:**

[California Education Code section 89539](#). Causes for Dismissal, Demotion or Suspension.

[The Drug-Free Workplace Act of 1988](#).

[The Drug-Free Schools and Communities Act Amendments of 1989](#).

[Controlled Substances Act](#).

A list of controlled substances, as defined in the Controlled Substances Act, as amended, is available for examination at the Oviatt Library Reference Section and the offices of college deans and department directors/chairs.

Information about assistance for California State University, Northridge employees with substance abuse problems is available through the University's Employee Assistance Program, LifMatters at 1-800-367-7474 or at [www.mylifematters.com](http://www.mylifematters.com) (password: Matadors). Students may contact the Student Health Center at extension 3666, or University Counseling Services at extension 2366 for assistance.

## **FURTHER INFORMATION:**

Office of Human Resource Services (818) 677-2101

**APPROVED BY THE PRESIDENT**