



POLICIES AND PROCEDURES

Originator: President
Distribution: All Policy & Procedures Manuals
Subject: Policy on Drug-Free Workplace
Date: May, 1996

A. Background

Missouri Baptist University as a recipient of federal grants and contracts, (student financial aid through campus-based federal funds), is required to adhere to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools & Communities Act Amendments of 1989. Additionally, as a concerned employer, Missouri Baptist University is committed to the good health and well being of all of its employees and is concerned about the personal problems of any employee that could arise from the illegal use or abuse of any controlled substance.

B. Policy

As a result of Missouri Baptist University's commitment to its employees, and in order to comply with the provisions of the Drug Free Workplace act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989, the following guidelines are instituted immediately to insure that Missouri Baptist University is and remains a drug free workplace.

C. Guidelines

1. All present and potential University employees are hereby informed that, as a condition of maintaining or obtaining employment with Missouri Baptist University, they are expected to comply with all terms of this Drug Free Workplace policy.
2. Employees are prohibited from the unlawful manufacture, distribution, sale, possession or use of any illicit drugs or alcohol in the workplace.
3. The ill effects of drug abuse vary depending on the drug and, the amount used, and the person, but generally the illicit use of drugs has been associated with the following health risks: accidents, psychological dependence, addiction, bodily damage, malnutrition, psychosis, convulsions, coma, and death. Additional risks from the injection of drugs are diseases such as AIDS and hepatitis.
4. Missouri law mandates confinement and fines for those convicted of possession of controlled dangerous substances, depending on the classification of the substance. Convictions of distribution or possession with the intent to distribute carry prison terms from five years to life along with fines.
5. The University will impose disciplinary sanctions on employees consistent with local, state, and federal law up to and including termination of employment and referral for prosecution.
6. All employees convicted of a criminal drug statute must refer himself/herself to an approved drug abuse assistance or rehabilitation program. Notifications of the date of entry and the date of successful completion of such program should be made to the appropriate area head. Any employee failing to voluntarily undergo professional counseling will be subject to corrective action, of which could include suspension and/or dismissal.
7. All employees are required to notify their area head of any conviction for violation of any criminal drug statute. Notification is to take place not more than five (5) working days following the conviction.

8. The area head will notify the Provost/VP for Academic Affairs should notification be received as required in guideline #7 and the employee is working on a federal grant or contract. These offices will be responsible for notifying the appropriate federal agency.
9. Employees who are experiencing difficulties related to substance abuse may avail themselves of on-campus or off-campus counseling, off-campus self-help groups, or residential treatment centers. Contact the VP for Student Development for further information or referral.
10. This policy will be reviewed biannually to determine its effectiveness and to ensure that disciplinary sanctions are consistently enforced.
11. This policy will be distributed annually to employees.