

**Drug Policy**  
**University Policies**

Approved: 08/25/2009

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Notice to Employees

The Drug Free Schools and Communities Act Amendments of 1989 require us to certify to the Department of Education that we have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These requirements apply to all employees of the University. Noncompliance could result in sanctions for the entire University including the loss of Title IV monies. Employees are to be notified on an annual basis of (1) the standards of conduct expected with respect to drugs and alcohol; (2) a description of the applicable legal sanctions under local, state, and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; (3) a description of the health risks associated with the used of illicit drugs and alcohol; (4) a description of drug and alcohol counseling and rehabilitation programs available; (5) a clear statement of the sanctions the institution will impose.

The Missouri Western State University Drug Policy distributed in 1989 has been amended to include alcohol as well as drugs. Additional materials concerning health risks, state, local and Federal sanctions and rehabilitation programs also are included.

Missouri Western State University certifies it will provide a drug-free workplace by: (1) publishing this policy statement; (2) providing a drug-free awareness program that is available to all employees; (3) providing a copy of this statement to all employees of the University; and (4) notifying each employee of the conditions of employment required by the legislation. The policy is as follows:

Section 1     The unlawful manufacture, distribution, dispensing, possession or use     of a controlled substance or alcohol by employees is prohibited in this workplace. (See Definitions of underlined terms.) All employees, faculty, students, and staff who do not abide by this statement are subject to the following as deemed appropriate by your supervisor:

- Personnel action up to and including termination.
- Satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved by a Federal, State, local health, law enforcement, or other appropriate agency.
- The decision on the severity of personnel action taken will depend, in part, upon the nature of the offense, the sensitivity of the position filled by the employee, and the outcome of participation in the program described in Section B.
- Continuing employees also will be referred to appropriate self-help group(s).

Section 2 The drug and alcohol free awareness program for the University shall involve the following departments and groups: Student Health Service; Counseling Center; the Western Institute; Employee Wellness Committee; Risk Management; Employee Assistance Program; and Human Resources. The Drug and Alcohol Free Awareness Program will include one or more of the following – printed materials, seminars, and meetings to inform all employees about:

- A. The danger of drug and alcohol abuse in the workplace.
- B. The contents of this policy statement.
- C. Procedures for supervisor or self-referral to the Employee Assistance Program and other drug rehabilitation programs.
- D. Penalties to be imposed upon any criminal drug statute conviction for a violation occurring in the workplace, which are:
  - 1. Employees convicted will be subject to termination, or (if not terminated), satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency at their own expense may be required.
  - 2. Administrative sanctions as outlined in the MWSU Policy Guide or the Student Handbook.

Section 3 A copy of this document is being provided for your information and answers to questions about the content will be provided by your immediate supervisor, the Human Resources Director or the Employee Assistance Coordinator. The University has an Employee Assistance Program, which includes, but is not limited to, free drug and alcohol assessment for any employee who qualifies for benefits.

Section 4 Under this policy, a condition of your employment is:

- A. to abide by the “intent to maintain a drug and alcohol-free workplace” statement in Section 1; and,
- B. to report to your supervisor any criminal drug statute conviction for violation in the workplace no later than five days after such conviction.

Section 5 The MWSU Director of Human Resources will notify the appropriate Federal agency within ten days after receiving this notice with respect to any employee who is convicted and state the personnel action taken against such employee.

Section 6 MWSU will make a good faith effort to continue to maintain a drug and alcohol-free workplace through implementation of this policy.

Section 7 Missouri Western State University is required by Federal regulations to

implement an alcohol and controlled substance testing program for drivers of commercial motor vehicles. The policy found in Appendix R of this Policy Guide has been adopted by Missouri Western State University in compliance with said regulations in order to reduce highway accidents resulting from the used of controlled substances and to protect the safety and well-being of the public and our employees. This policy will apply to all employees who maintain the Commercial Drivers License as a part of their employment with Missouri Western State University.

Please note that this policy describes and summarizes the regulations found in the Federal Motor Carrier Safety Regulations (FMCSR) Part(s) 382 and 40. These regulations should be referenced with respect to any questions that may arise from the policy that follows.

## **GENERAL POLICY STATEMENT**

An alcohol-free and drug-free work force is critical in the interest of public safety, especially for those employees who operate motor vehicles. The driver who uses alcohol and/or drugs is a hazard to himself, to other workers and to the general public. It is the policy of Missouri Western State University that alcohol use on the job and drug users be quickly identified and removed from the work environment.

## **TERMS**

(1) “CONTROLLED SUBSTANCE” means a controlled substance in schedules I through V of section 202 of the Controlled substances Act (21 U.S.C.812), and as further defined by regulation at 21 CRF k300.11 through 1300.15.

(2) “CONVICTION” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by a judicial body charge with the responsibility to determine violations of the Federal or State criminal judge statutes.

(3) “CRIMINAL DRUG STATUS” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

(4) “DRUG-FREE WORKPLACE” means a site or the performance of work done in connection with a specific grant at which employee of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

(5) “EMPLOYEE” means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant.

(6) “FEDERAL AGENCY” or “AGENCY” means any United States executive department, military department, government corporation, government-controlled corporation, any other establishment in the executive branch (including the Executive Office of the President, or any independent regulatory agency).

(7) “INDIVIDUAL” means a natural person.

## HEALTH HAZARDS RELATED TO VARIOUS SUBSTANCES

### Marijuana

- Temporarily impairs short-term memory.
- Reduces ability to perform tasks requiring concentration and swift reactions.
- Can impair thinking, reading comprehension, verbal and arithmetic skills.
- Impairs driving ability.
- May cause defective menstrual cycles, reduce fertility, and enhance the probability of miscarriage.
- Causes burnout (dullness and inattentiveness) after prolonged use.
- Increases heart rate and irritates lungs.

### Hallucinogens

- Results in loss of control of normal thought processes.
- Long term harmful reactions include anxiety, depression, and “breaks with reality”.
- May cause mental confusion and impaired memory.

### Phencyclidine (PCP)

- Scrambles the brain internal stimuli.
- Can produce violent and bizarre behavior.
- May result in temporary schizophrenic-like psychosis.
- Accidents often result from bizarre behavior.

### Stimulants (Amphetamines)

- Causes dependency on the drug.
- Even small doses may produce mood swings, panic, paranoia, circulatory and cardiac disturbances.
- Heavy doses may produce brain damage.
- Death can result from injected amphetamine overdose.

### Cocaine

- May trigger psychosis in users prone to mental instability.
- Depression often results from withdrawal.
- Cocaine is toxic and overdoses result in death.
- May result in restlessness, irritability, anxiety and hallucinations.

### Sedatives

- Causes dependency
- Overdoses and mixing with alcohol can be fatal.

### Narcotics

- Overdoses can result in death.
- May be infected as a result of unsterile solution, syringes, and needles.
- Serum hepatitis is common.
- Causes dependency, severe symptoms upon withdrawal.

### Inhalants (Nitrous oxide, glue, paint, etc.)

- High risk of sudden death.
- Produces irregular heart rate.
- Causes bone marrow damage, weight loss, impairment of vision, memory and ability to think clearly.

### Alcohol

- In large doses can dull sensation and impair coordination, memory, and judgment.
- Can damage liver and heart and lead to permanent brain damage.
- May lead to dependency and a way to escape problems.
- May cause physical, mental, and behavioral abnormalities in the unborn child. (July 1990)