

UIC POLICIES AND PROCEDURES

NUMBER
306

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 3
SUBJECT University Statement on a Drug-Free Workplace	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish University policy relating to drug-free workplace requirements and to ensure compliance with the "Drug-Free Workplace Act of 1988."

SOURCES AND BACKGROUND

The "Drug-Free Workplace Act of 1988"
University Statement on a Drug-Free Workplace, Executive Notice 89-1, February 1989

APPLICABILITY

All UIC employees, students, and visitors

POLICY

The University Statement on a Drug-Free Workplace

1. The University of Illinois is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises. Violation of this policy may result in employment discipline as defined for specific employee categories by existing University policies, statutes, rules, regulations, employment contracts, and labor agreements. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline or required to complete satisfactorily a drug rehabilitation program as a condition of continued employment.
2. The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students, and members of the general public. Therefore, the University encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and treatment. A list of sources for drug counseling, rehabilitation, and assistance programs may be obtained from either the appropriate personnel office or the Campus Health Service. Employees may obtain this information either anonymously through self-referral or by direction of their supervisor. Employees who are engaged in work under a Federal contract may be required to submit to tests for illegal use of controlled substances as provided by the law or regulations of the contracting agency.
3. As a condition of employment, the employee will abide by this statement and notify his/her supervisor if he or she is convicted of a criminal drug offense occurring in the workplace within

UIC POLICIES AND PROCEDURES

NUMBER
306

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 2 of 3
SUBJECT University Statement on a Drug-Free Workplace	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

five days of the conviction. The University will notify the granting or contracting federal agency within ten days of receiving notice of a conviction of any employee working on a federal contract or grant when said conviction involves a drug offence occurring in the workplace. A copy of this statement must be given to all employees at the time of initial employment.

- This statement and its requirements are promulgated in accordance with the requirements of the "Drug-Free Workplace Act of 1988" and shall be interpreted and applied in accordance with this law and the rules and regulations promulgated pursuant thereto.

PROCEDURES

RESPONSIBILITY

- Supervisor
- Employee
- University Health Service Physician
- Emergency Services Department Physician

ACTION

Informs employee of the need for medical evaluation to determine fitness for work. Refers employee to University Health Service or Emergency Services Department. Escorts and remains with employee throughout examination at University Health Service or Emergency Services Department. Proceeds with disciplinary action against an employee who refuses the assessment.

Participates in fitness for work examination at the University Health Service or Emergency Services Department.

Assesses employee's fitness for work and informs employee, employee's supervisor, and Human Resources Employee Relations Officer of the result.

Receives employee referral from University Health Service and schedules appointment interview. Provides University Health Service with information about employee's compliance with treatment recommendations.

UIC POLICIES AND PROCEDURES

NUMBER
306

PAGE

3 of 3

MANUAL

Human Resources

SECTION

Employment Guidelines

SUBJECT

University Statement on a Drug-Free Workplace

EFFECTIVE

04/01/1997

REVISED

09/01/
2013

ISSUED BY

Assistant Vice President of Human Resources

APPROVED BY

Chancellor