

## VERIFICATION STATEMENT

This statement verifies that I, as an employee of Utah Valley University, have been informed of the University's policy to maintain a drug-free work place in compliance with state and Federal regulations. I further verify that I have received a copy of the University's drug-free work place procedure statement and agree, as a condition of employment, to abide by the terms described therein.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

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## NEPOTISM STATEMENT

Do you have any relatives working for Utah Valley University?    Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please list their name and department:

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Policy Office

Utah Valley University  
Policies and Procedures

Title	Drug-free Workplace	Number	324
Section	Human Resources	Approval Date	Jun 18,1992
Subsection	Conditions of Employment	Effective Date	Jun 18,1992

### POLICY

The College will maintain a drug-free workplace in compliance with State and Federal laws and regulations, except that this policy extends to all employees, not merely those prescribed by state and federal laws and regulations.

### PROCEDURE

#### 1. *General Rules*

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.
2. As a condition of employment, all College employees must abide by the terms of the College drug-free workplace policy and procedure. For every violation of this procedure, the College will require participation in a drug-abuse assistance or rehabilitation program satisfactory to the College, take such actions as are appropriate under its policies and procedures then in effect, or both.
3. Every employee convicted of a drug-related, criminal activity in the workplace shall notify the College personnel office within five days after each conviction.
  1. Within ten days after receiving such notice or actual notice (whichever is earlier) the College will notify every Federal agency to the extent required by Sections 5152 and 5153 of the Drug-free Workplace Act of 1988 and corresponding subsequent laws of the United States (the "Act").
  2. After receiving such notice or actual notice, the College will take the following actions regarding the employee:
    1. In the case of an employee as defined in Section 5157 of the Act, within 30 days after receiving such notice or actual notice, the College will:
      1. take appropriate personnel action against such employee up to and including termination, or
      2. require such employee to satisfactorily participate 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.
    2. This provision preempts other College policies and procedures.
  2. In the case of any other College employee, the College will require participation in a drug-abuse assistance or rehabilitation program satisfactory to the College, take such actions as are appropriate under its policies and procedures (including time schedules) then in effect, or both.

3. The College will establish and maintain a drug awareness and education program for all employees.
4. The College will publish its drug-free workplace policy and procedure to all employees. (It is intended that this publication be the statement required by the Act.)

## 2. **Definitions**

Terms in this procedure have the same definitions as in Section 5157 of the Act except as follows:

1. The term "employee" means an employee of the College, except as expressly stated otherwise;
2. The term "workplace" includes all College property (including vehicles) and all other places where employees are located while on duty for the College.

## 3. **Specifics**

### 1. **Notice to Federal Agencies**

Whoever receives actual notice that an employee has been convicted as described in General Rule 3, must notify the College personnel office of that conviction within two days of that receipt of actual notice. Within two days after receiving notice as described in the preceding sentence or in General Rule 3.A., the personnel office will notify the College office responsible for Federal grants and contracts. That latter office is responsible to provide the notice to Federal agencies, as required by General rule 3.A. and the Act.

### 2. **Drug Awareness and Education Program**

The College will establish and maintain an awareness and education program to inform employees of:

1. the College's commitment to maintaining a drug-free workplace,
2. the dangers of drug abuse in the workplace,
3. available drug-abuse counseling, rehabilitation, and employee assistance programs,
4. the employee's responsibility to adhere to College policy and procedure, and
5. sanctions and penalties that may be imposed for violating College policy and procedure.

In addition, supervisors shall receive regular training regarding:

1. the detection and assessment of drug abuse,
2. procedures to be followed when substance abuse is suspected, and
3. other administrative procedures for implementing drug-free work-place policies and procedures. These education awareness programs and training will be coordinated by the College personnel office.

### 3. **Voluntary Reporting**

Every employee who has or thinks he or she might have a drug abuse problem is encouraged voluntarily to seek assistance through the College's health insurance and employee assistance benefit programs, and through other services available in the community. Except as required by law, seeking assistance is not to be used as a reason for imposing discipline.

### 4. **Treatment of Employees Suspected of Drug Abuse or Policy Violation**

When a supervisor or administrator reasonably believes that an employee is under the influence of drugs or is violating the drug-free workplace policy or procedure, the supervisor or administrator will see that the employee is removed to a safe, non-threatening environment. An employee's refusal to comply will be considered insubordination subject to discipline. Supervisors and administrators will not make diagnoses. Promptly after the removal, the supervisor or administrator will review the incident with his or her College executive, the personnel director, the employee, and others as needed to determine whether sufficient evidence exists that a violation of the drug-free workplace policy or procedure occurred and to recommend appropriate action.

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