

NUMBER: HR 1.01  
SECTION: Human Resources  
SUBJECT: Drug-Free Workplace  
DATE: September 1990 (REV)  
REVISED: July 19, 2011  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Chris Byrd  
Issued by: Division of Human Resources

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I. Purpose of Policy

This document sets forth the University of South Carolina policy prohibiting the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs and alcohol on its property or as a part of any activities by faculty, staff and student employees regardless of permanent or temporary status, pursuant to state and federal law. This policy is implemented in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and the South Carolina Drug Free Workplace Act of 1990.

II. Policy Statements

A. Violation of this policy by academic employees, regardless of tenure status, will lead to disciplinary actions up to and including termination based upon the criteria in the Faculty Manual of the campus, and may have legal consequences.

- B. Violation of this policy by staff employees will be cause for disciplinary actions up to and including termination, pursuant to Human Resources Policy 1.39, "Disciplinary Action" and may have legal consequences.
- C. Violation of this policy by student employees will lead to sanctions detailed in the Student Drug Policy of the campus.
- D. Faculty, staff and students employed on a grant or contract are required to abide by the terms of this policy as a condition of employment on the grant or contract.

### III. Procedure

- A. A copy of this policy will be made available to each permanent employee of the University of South Carolina at the time of their orientation and annually to all employees.
- B. Grant or contract employees are required to notify the Vice President for Human Resources or the Campus Human Resources Office, as appropriate, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. Federal law requires the University to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within 10 days of the date the University received notification. Therefore, upon receiving notice, the Vice President for Human Resources will notify the Vice President for Research so the notice requirement to the granting or contracting agency may be satisfied.
- C. The University of South Carolina recognizes drug and/or alcohol dependence as a treatable illness. Notwithstanding Section I., and Sections II., A., B., of this policy, employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident which would cause the University to impose sanctions. Assistance may be sought through the University's Employee Assistance Program (EAP) or other programs and/or treatment facilities licensed by the State of South Carolina or by the state in which the program and/or treatment facility is located.
  - 1. Referrals to such programs may be self-referrals or supervisory referrals. If a supervisory referral is made which includes satisfactory participation in a rehabilitation program as a condition of continued employment, the referral must be made through the Division of Human Resources or the Campus Human Resources Officer.
  - 2. Referrals and records of referrals will be handled with the same degree of confidentiality as for medical records.

- D. The University of South Carolina has established a drug-free awareness program to inform employees about the dangers of alcohol and/or drug abuse in the workplace, available drug counseling, rehabilitation and employee assistance information and the penalties that may be imposed for alcohol and/or drug abuse violations.

#### IV. Reason for Revision

The title of a University official was updated to reflect recent changes.