

UC Davis Policy and Procedure Manual

Chapter 380, Personnel—General

Section 18, Substance Abuse

Date: 8/22/12

Supersedes: 6/24/02

Responsible Department: Human Resources

Source Document: University of California Policy on Substance Abuse

I. Purpose

This section implements the University of California Policy on Substance Abuse, the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, and the California Drug-Free Workplace Act. This section applies to all UC Davis employees and students.

II. Definitions

- A. Illegal substances—controlled substances that are obtained illegally.
- B. Legal substances—controlled substances that are prescribed or administered by a licensed health care professional, over the counter drugs, or alcoholic beverages.

III. Policy

- A. The University strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or controlled substances.
 - 1. The University prohibits the unlawful use, sale, manufacture, distribution, dispensing, or possession of alcohol or controlled substances by University employees or students in the workplace, on University premises, at official University functions, or on University business.
 - 2. Employees and students must not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.
 - 3. The use of alcohol is allowed on campus only as described in Section 270-21.
- B. An employee or student who is found to be in violation of this policy may be subject to discipline.
 - 1. At the University's discretion, an employee or student may be required to participate satisfactorily in a treatment program as a condition of continued employment or enrollment.
 - 2. See the appropriate University policy or union contract for information on disciplinary procedures.

IV. Responsibilities

- A. Employees
 - 1. Report concerns or observations of student or coworker substance abuse problems to the supervisor or department head.
 - 2. Report their own criminal drug law violations that occurred in the workplace or while on University business within 5 calendar days of a conviction (for employees directly engaged in the performance of work on a contract or grant).
- B. Departments
 - 1. Consult with Human Resources or Academic Affairs when an employee substance abuse problem is reported or suspected.

2. Consult with Student Judicial Affairs, the Student Health and Counseling Services departments of Counseling and Psychological Services or Alcohol Tobacco and Other Drugs, or other appropriate student support organizations when a student substance abuse problem is reported or suspected.
 3. Documents work performance problems and reported violations of this policy.
 4. Notifies Federal contract or grant agencies within 10 calendar days of receiving notice of a drug conviction of an employee directly engaged in the performance of work on a contract or grant.
 5. Provide reasonable accommodation for employees disabled by alcoholism (see personnel policy or union contract regarding reasonable accommodation).
 6. Refer employees or students who disclose a substance abuse problem to appropriate campus or community resources.
- C. Student Affairs
1. Provides annual notice, as described in UC Implementing Guidelines, to students.
 2. Provides training programs on substance abuse for students.
- D. Human Resources
1. Provides annual notice, as described in UC Implementing Guidelines, to employees.
 2. Provides training programs on substance abuse for staff, faculty, and academic appointees, including new and current supervisors.
- E. Provost and Executive Vice Chancellor appoints an official or committee to conduct a biennial review of program effectiveness and sanction enforcement as required by the Drug-Free Schools and Communities Act.

V. Further Information

- A. Employees seeking support or treatment programs may contact Academic and Staff Assistance Program (ASAP); 752-2727 (Davis campus); 916-734-2727 (Sacramento campus).
- B. Students seeking support or treatment programs may contact Alcohol Tobacco and Other Drugs Program; 752-6334; or the Counseling and Psychological Services; 752-0871.
- C. Information regarding other services described in this policy is available from the following units:
 1. Disability Management Services, 752-7227 (Davis campus); Vocational Rehabilitation, 916-734-5388 (Sacramento campus).
 2. Employee and Labor Relations; 754-8892 (Davis campus); 916-734-3392 (Sacramento campus).
 3. Academic Affairs; 752-2072.
 4. Student Disability Center; 752-3184.
 5. Student Judicial Affairs; 752-1128.

VI. References and Related Policies

- A. UC Office of the President:

1. University of California Policy on Substance Abuse (<http://www.ucop.edu/ucophome/coordrev/policy/11-01-90.html>).
 2. Implementing Guidelines for the University of California Policy for Substance Abuse (<http://www.ucop.edu/ucophome/coordrev/policy/12-10-90guide.html>).
 3. UC Policies Applying to Campus Activities, Organizations, and Students (<http://www.ucop.edu/ucophome/uwnews/aospol/toc.html>), Sections 102.00, 102.17, 102.18, 140.00.
- B. UCD Administration of Student Discipline (<http://sja.ucdavis.edu/disciplinary-process.html>).
- C. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu>):
1. [Section 270-21](#), Sales, Service and Consumption of Alcoholic Beverages.
 2. [Section 290-70](#), Controlled Substances.
 3. [Section 380-22](#), Drug and Alcohol Testing of Transportation Employees.
 4. Section 390-30, Disruptive Behavior in the Workplace.
- D. University of California Davis, Medical Center, Medical Staff Administration Policy 128--Impaired http://www.ucdmc.ucdavis.edu/medstaffwellbeing/pdf/impaired_medical_staff_12-09.pdf.
- E. UCDHS Resident Medical Staff (Resident Physicians & Clinical Fellows) Personnel Policy, Policy 501.Physical Impairment and Substance Abuse. http://www.ucdmc.ucdavis.edu/hr/hrdepts/resident_program/rmsppm.pdf
- F. United States Code (<http://www4.law.cornell.edu/uscode/>)
1. Drug-Free Schools and Communities Act, 20 U.S. Code 1011i.
 2. Drug-Free Workplace Act, 41 U.S. Code Sections 701-707.
 3. Schedule of Controlled Substances Act, 21 U.S. Code Section 812.
- G. Code of Federal Regulations (<http://www.access.gpo.gov/nara/cfr/>):
1. Drug and Alcohol Abuse Prevention Regulations, 34 CFR Part 86.
 2. Drug-Free Workplace Requirements, 41 CFR Section 105-68.600 et seq.
 3. Schedules of Controlled Substances, 21 CFR Part 1308.
 4. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2.
- H. California law (<http://www.leginfo.ca.gov/calaw.html>):
1. Drug-Free Workplace Act, Government Code Section 8350-8357.
 2. Uniform Controlled Substances Act, Health and Safety Code Section 11000 et seq.