

INSTITUTIONAL POLICY: GA-26

CATEGORY: General Administration

SUBJECT: Maintaining a Drug-Free Workplace

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: December 14, 2005

I. Introduction

This policy is necessary to conform to the requirements of the Drug-Free Workplace Act of 1988, contained in the United States Code, Title 41, Chapter 10, Section 702, et seq., because WVSOM is a recipient of federal grant monies.

II. Policy

The West Virginia School of Osteopathic Medicine certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at the West Virginia School of Osteopathic Medicine.
- B. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. WVSOM's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation and employee assistance programs;
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition for employment under the grant, the employee will:
 - 1. Abide by the terms of the statement, and

2. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying the United States Department of Health and Human Services within ten (10) days after receiving notice under subparagraph D.2 (above) from an employee or otherwise receiving actual notice of a conviction.
 - F. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph D.2, with respect to any employee who is convicted:
 1. Taking appropriate personnel action against such employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily 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.
 - G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A through F above.