



## Substance Abuse and Testing Policy

### LP 5.11

**Effective:**

9/10/19

**Revised:**

9/10/19

**Approved:**

9/10/19

**Policy Owner:**

Board of Trustees

**Policy Administrator:**

Human Resources

**Affected Parties:**

Employees

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THE LANGUAGE USED IN THE LANDER POLICY FOR ADMINISTRATION AND STAFF DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. LANDER UNIVERSITY'S OFFICE OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

## I Policy

Lander University recognizes alcohol and drug abuse as potential challenges to health, safety, and security. Lander expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is a condition of employment.

- A. Lander University prohibits employees from the unlawful manufacture, possession, use, distribution, or purchase of non-prescribed drugs and intoxicants on its premises and from working under the influence of alcohol, illegal drugs, or intoxicants during working hours.
- B. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee is impaired as a result of taking medication according to a doctor's prescription, that employee is expected to discuss this impairment with the supervisor before commencing work that day.
- C. Any employee who is convicted of a violation of any criminal drug statute shall notify the supervisor within five (5) days of the date of conviction. A conviction includes any finding of guilty (including one agreed to by the employee) or pleas of no contest and/or any imposition of a fine, jail sentence, or other penalty.
- D. Any violation of this substance abuse policy will result in discipline, up to and including discharge, under Lander University's progressive discipline policy. Employees should note that South Carolina recognizes alcoholism as a treatable illness. No state employee with the illness of alcoholism shall be disciplined prior to receiving the same careful consideration and offer of assistance that is extended to employees having any other illness.



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- E. Employees who have an alcohol or drug abuse problem are strongly encouraged to use one of the available employee assistance programs. Information about these programs can be obtained from the Office of Human Resources. If an alcohol or drug abuse problem recurs after an employee has completed an assistance program, Lander University will take appropriate action in accordance with official policy. Lander University retains full and final discretion on whether, when, and under what conditions an employee may be re-employed after an instance of substance abuse.
- F. Lander University's drug and alcohol testing procedure includes pre-employment and post-accident testing and random sampling of employees who are CDL bus drivers for the university as required by applicable law.