



## Texas Christian University Policy

**Policy Number:** 2.006

**Subject:** Drug-Free Workplace Act

**Effective Date:** March 11, 1989

**Revised:** April 1, 2003

### I. Purpose

Texas Christian University complies with the requirements of the Drug-Free Workplace Act of 1988 which applies to recipients of federal contracts and grants. TCU prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (drug), as defined by the Act, in the workplace. Compliance also includes University certification to the federal granting or contracting agency that a good faith effort is made to comply with all requirements of the Act.

### II. Procedures

1. Faculty or staff directly engaged in the performance of work under the provisions of a federal contract or grant must notify the TCU Human Resources office of any conviction for a criminal drug law violation occurring in the workplace no later than five (5) days after the conviction.
2. TCU must report to the contracting or granting agency such convictions within ten (10) days of the date the convicted employee reports such conviction to the university.
3. TCU, within thirty (30) days of receiving notice from an employee of a conviction for criminal drug law violation occurring in the workplace, must
  - Take appropriate personnel action against the convicted employee, up to and including termination, or
  - Require the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health agency; federal, state or local law enforcement agency or other appropriate agency.
4. TCU must maintain a drug-free awareness program to inform employees working under the contract or grant about
  - The dangers of drug abuse in the work place
  - The University's policy of maintaining a drug-free workplace
  - The availability of drug counseling and rehabilitation; and
  - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.