



Texas Christian University Policy

Policy Number: 2.007

Subject: Drug and Alcohol Abuse

Effective Date: September 1, 1990

Revised: June 28, 2005

I. Purpose

The university prohibits the unlawful possession, use, manufacture or distribution of illicit drugs, or inhalants on university property or at university sponsored activities. The university also prohibits the use or unlawful possession of alcoholic beverages by faculty and staff on the campus. The use or possession of alcoholic beverages in all instructional settings including those remote to the campus is prohibited.

II. Eligibility

This policy applies to faculty, university staff and general staff.

III. Procedures

The Drug Free Schools and Communities Act of 1989 requires that employers provide employees annually with information concerning

- the dangers of alcohol, drug, and inhalant abuse
- the legal sanctions for such abuse; and
- the availability of counseling and treatment for such abuse.

1. Health Risks Associated with Drug and Alcohol Abuse

Abuse of alcohol and drugs has been shown to cause serious health problems.

2. Alcohol - Frequent or heavy use of alcoholic beverages can result in brain damage; cirrhosis of the liver; cancer of the mouth; throat and pancreas; stomach ulcers; heart damage; lowered sex hormone production; and lowered immunity to infections and disease. Alcohol use by pregnant women can also cause birth defects, lowered birth weight and/or mental retardation in children.

The use of alcohol is involved in half of all traffic related deaths and permanent disabilities. Alcoholism can lead to family dysfunction and violence. Alcoholics are six or more time as likely to commit suicide as non-alcoholics.

3. Drugs - The use of illegal drugs, including but not limited to, marijuana, cocaine, heroin, crack, amphetamines, psychedelics and so-called "designer drugs", and the abuse of controlled substances have been shown to result in physical and mental disorders.

Lung damage (including lung cancer), lowered immunity to disease, memory loss, depression, flashbacks, lowered production of sex hormones, birth defects, low birth weight infants, and severe psychological disorders may result from use of drugs.

These drugs are highly addictive, both physically and psychologically. The body tends to build a tolerance to such drugs so that larger and more frequent doses are required to satisfy the need for the drug.

4. Penalties for Drug and Alcohol Abuse

Various local, state and federal regulations prohibit the illegal possession, use and distribution of illicit drugs and alcohol. Penalties for violation of such regulations vary depending on the type of violation, and in the case of alcohol, the age of the persons involved. Detailed descriptions of penalties are included in the drug abuse leaflet distributed to all university employees.

Complete copies of penalties for drug and alcohol abuse are available in the human resources office.

5. Counseling for Drug and Alcohol Abuse

An employee who voluntarily seeks assistance to correct a drug or alcohol abuse problem will not be subject to disciplinary action as a consequence of such abuse. Even though voluntary assistance has been sought, the employee becomes subject to disciplinary action if the abuse continues.

The university's alcohol and drug education office, located in Lower Level of Samuelson Hall, has a library of printed resources regarding drug and alcohol abuse. They can also provide a list of off-campus treatment facilities.

Employees and family members who need long-term treatment for drug and alcohol use are referred by the alcohol and drug education office or the counseling center to appropriate off-campus facilities. Such treatment is covered within certain limitations by the university's group health insurance for participating persons. Call the Human Resources office for detailed information regarding this coverage at 817-257-7790.

IV. University Disciplinary Action for Violation of the Drug and Alcohol Abuse Policy

The university applies the following schedule of disciplinary action against employees who violate the drug and alcohol policy.

The penalty for violation of the university's policy on drug and alcohol abuse may range from a reprimand to suspension without pay for an appropriate period or termination of employment.

Violators who are not terminated may be required to complete an approved drug or alcohol abuse assistance or rehabilitation program. Failure to complete the program may result in immediate termination of employment.

V. Evaluation of the University's Program

Federal regulations require that the university evaluate the effectiveness of its drug and alcohol prevention program at least every two years and implement any needed changes.

The effectiveness of TCU's program will be evaluated based on the following criteria. The increase or decrease in:

- Medical insurance claims for treatment of drug or alcohol abuse;
- Number of employees and dependents who seek assistance from the university counseling center for drug and alcohol abuse;
- Use of sick leave;
- Employee absences;
- Employee tardiness;
- Employee turnover;
- Workers' Compensation claims, both personal injury and automobile accidents;
- Number of disciplinary actions taken for violation of the university's drug and alcohol policy.

Consistency of treatment of employees who violate the university's drug and alcohol policy. Records of action taken will be kept in a locked file cabinet in the human resources office for a period of three years. To assure confidentiality, such records will be maintained separately from the regular personnel files and may be accessed only by persons with legitimate need to know.

VI. Administrative Responsibility

The Human Resources office is responsible for administering and interpreting the drug and alcohol abuse policy.