

THE UNIVERSITY OF CHICAGO
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To: All Employees
From: Beth A. Harris *BHH*
Re: University Substance Abuse Policy – Drug Free Workplace

The University recognizes that alcohol and drug abuse cause serious health, safety, and security problems. It is the policy of the University of Chicago to maintain a drug-free workplace and campus. The University expects that all employees will assist in maintaining a work environment free from the effects of alcohol and illicit drugs.

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances, illicit drugs, or the unlawful possession, use, or distribution of alcohol is prohibited on the University campus, in the workplace, or as part of any University activities.

Employees who unlawfully manufacture, distribute, dispense, possess or use controlled substances or unlawfully use, possess, or distribute alcohol in the workplace, on the campus, or as part of any University activity shall be subject to discipline up to and including discharge. This includes the unlawful use of controlled substances, illicit drugs or alcohol in workplace even if it does not result in impaired job performance or unacceptable conduct. The unlawful presence of any controlled substance, illicit drug, or alcohol in the workplace is itself prohibited.

An employee who is convicted (including a plea of nolo contendere or "no contest") of a criminal drug statute violation occurring in the workplace must, within five days thereafter, notify the University of such conviction by informing University Human Resources Management. Pursuant to federal law, if the convicted employee is working on a project funded through a federal contract or grant, the University is required to notify the relevant federal contracting or granting agency within ten days of receiving such notice of conviction. Failure to provide such notice will subject the employee to discipline, up to and including discharge.

* "Controlled substances" are those defined in the Comprehensive Drug Abuse Prevention and Control Act, 21 United States Code, § 812 and include, but are not limited to, such substances as marijuana, heroin, cocaine, and amphetamines.

Employees who believe they may have an alcohol or drug abuse problem are urged to use the Staff and Faculty Assistance Program (SFAP), administered by Perspectives, Ltd., by contacting University Human Resources Management. The SFAP can provide advice and referrals to treatment and rehabilitation programs. Much of the cost of this program may be covered by the employee's health insurance. When work performance is affected, however, use of the SFAP or any other program does not preclude appropriate action – including disciplinary action up to and including discharge – by the University to protect the health, safety, and security of the affected employee, co-workers, and the University community. The University retains full and final discretion on whether, when, and under what conditions an employee may remain in its employ after an instance of substance abuse.

Any questions about this policy should be directed to the Employee/Labor Relations Office of University Human Resources Management at (773)702-8900. Perspectives can be reached at 1-800-456-6327.