

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Student Affairs

NUMBER: 05.C.02

AREA: Programs/Compliance

SUBJECT: Drug-Free University and Workplace Policy

1. PURPOSE

This policy establishes guidelines for the University of Houston System and component universities in compliance with the Drug-Free Workplace Act of 1988, and the Drug-Free School and Communities Act of 1989. The guidelines include criteria for each institution's Drug and Alcohol Prevention Programs and Policies, dissemination of the policy, and biennial review of the policy. Each component university is responsible for implementing and administering procedures in accordance with these laws and this policy.

2. POLICY

- 2.1. The University of Houston System is deeply committed to the well-being of all campus community members. The illegal use of drugs and alcohol by members of the university community can have a detrimental impact on the ability of the University of Houston System to achieve its mission and to attain its goals of national competitiveness, student success, and community advancement. The impact of drug use and high risk alcohol consumption can also adversely affect individual employees and students.
- 2.2. The University of Houston System and all component universities will require a drug-free university community and workplace in compliance with the [Drug-Free Workplace Act of 1988 \(41 U.S.C. §§ 701-707\)](#), and the [Drug-Free School and Communities Act of 1989 \(\(20 U.S.C 1145g; 34 C.F.R. Part 86\)](#).
- 2.3. Each UHS institution shall adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on university premises or as a part of its activities, in compliance with federal law and this policy.
- 2.4. Minimum requirements for the program – Each drug prevention program must, at a minimum, include the following:
 - 2.4.1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

- 2.4.2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- 2.4.3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- 2.3.4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- 2.4.5. A clear statement that the university will:
 - a. impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and
 - b. provide a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by Section 2.4.1 of this policy.
- 2.4.6. For the purpose of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
- 2.5. On an annual basis, each UHS institution shall check to ensure that its drug and alcohol abuse prevention policies, procedures and programs reflect current institutional policy and are in full compliance with the law.
- 2.6. Distribution of policy:
 - 2.6.1. Each component university shall annually distribute in writing its drug and alcohol prevention policy, to each employee and to each student who is taking one or more classes for academic credit except for continuing education units, regardless of the length of the student's program of study.
 - 2.6.2. Each component university shall make provisions for providing its drug and alcohol prevention policy to students who enroll at a date after the initial distribution, and for employees who are hired at different times throughout the year.
 - 2.6.3. Each component university shall develop and implement a distribution plan with established procedures to ensure distribution of the drug and alcohol prevention policy in compliance with the law and this policy. [Distribution must be for each new employee and student, even if they arrive after annual distribution.]

2.7. Biennial review –

2.7.1. Each component university shall conduct a biennial review of its prevention program and policy to:

- a. Determine its effectiveness and to implement changes to the program if they are needed; and
- b. Ensure that the disciplinary sanctions in the policy are consistently enforced.

2.7.2. The review shall contain information about any progress on implementation of any recommendations from the previous biennial review. The review will provide an anticipated timeline for action on any recommendations that it makes.

2.7.3. At the conclusion of each review, each university must produce a detailed report that contains specific information about the conduct of the review, including factual statements about the research methods used during the evaluation. Each report must identify the official(s) who conducted the review and address how the University analyzed whether or not its disciplinary standards and codes of conduct regarding drug use and alcohol abuse were enforced consistently. Care must be taken to ensure that all findings and recommendations are supported by valid evidentiary data. Finally, each report must indicate that it was approved by the university president and/or the Board of Regents.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Student Affairs and Enrollment Services

Review: Every two years on or before December 1

4. APPROVAL

Approved: _____
Vice Chancellor for Student Affairs and Enrollment Services

Chancellor

Date: _____

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	TBD	Initial version; the purpose of this SAM is to comply with the legal requirements of the two federal laws, as well as specific legal requirements in federal regulations (EDGAR 86)