



California Health Sciences University

CHSU PROHIBITED DRUG AND ALCOHOL ABUSE

I. POLICY STATEMENT

A. Anti-Substance Abuse

1. CHSU is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when an employee illegally uses drugs or alcohol on the job; comes to work under the influence; or possesses, distributes or sells drugs in the work place. Every employee shares the responsibility for maintaining a safe work environment. Co-workers should encourage anyone who may be abusing alcohol or drugs, or working under their influence, to seek help.
2. CHSU may provide an unpaid leave of absence or other assistance to those who may need it, while sending a clear message that the use of illegal drugs, alcohol or controlled substances that impair an employee's ability to safely perform his/her duties cannot be tolerated.

B. Policies Prohibiting Drug and Alcohol Abuse

1. No employee may possess, sell, trade, buy, offer for sale or otherwise engage in the illegal use of drugs or the use of alcohol on the job.
2. No employee may report to work under the influence of illegal drugs, alcohol, or other substances that impair the employee's ability to safely and efficiently perform his or her job duties. If an employee holds a safety sensitive position, he/she may be subject to random drug testing.
3. Any employee who is using prescription (including domestic and foreign prescriptions) or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting work.
4. Employees should be aware that substances, including medications, lawfully used in foreign countries, may give rise to a positive drug test. Even in this situation a positive drug test will subject the employee to disciplinary actions, up to and including termination of employment.
5. An employee's conviction on a charge of illegal sale, purchase, possession or use of a controlled substance or alcohol related conviction, even if the incident occurs off-duty and not in the work place, may result in a loss of employment. Any employee



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convicted of such a charge must notify his/her supervisor or the Office of Human Resources within five calendar days of the conviction. The University will report convictions as required by the rules and regulations of the applicable state licensing boards.

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- Policy Owner: Human Resource
 - Effective Date: 11/01/2017
 - President Approval Date: 11/01/2017
 - Provost Approval Date: 11/01/2017