

June 2, 2008

To the UCLA Campus Community:

UCLA strives to foster the highest standards of personal and institutional integrity throughout the campus community. To that end, I urge each of you to help in ensuring that our University is free of the problems of substance abuse and dependency.

The harmful effects of substance abuse, which include health problems, difficulties in personal and work relationships, decreased productivity, and workplace accidents, diminish the quality of our campus life. This is an issue we must all take very seriously.

UCLA has had a long-standing and steadfast commitment to preventing and addressing substance abuse problems in the workplace. Our commitment to excellence demands high levels of personal responsibility and a steadfast pledge to maintain a safe campus.

For individuals who may be suffering from alcohol and/or drug dependency, assistance is available and the condition is treatable. UCLA offers confidential programs and services to assist those with substance-abuse problems. I encourage all members of the campus community who feel they may have a problem, or who are interested in learning more about preventing such a problem, to seek help.

To assist in achieving a campus free of substance abuse, the University has adopted policies prohibiting the unlawful manufacture, sale, distribution, possession, or use of controlled substances and alcohol on University property or at official functions, on-campus or off.

Employees found to be in violation of this policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an Employee Support Program.

Pursuant to the requirements of the Drug-Free Schools and Communities Act of 1989, a copy of this official notice or the *Substance Abuse in the Workplace Brochure* must be made available to every UCLA academic and staff employee. Failure by the University to provide this notice may result in the loss of eligibility for federal funds, including contract and grant funding or financial aid.

The following offices may be contacts for questions regarding University policies or assistance programs:

- Academic Personnel 825-3841
- CHR Employee & Labor Relations 794-0860
- Healthcare Human Resources 794-0500
- Staff and Faculty Counseling Center 794-0245
- Student Psychological Services 825-0768

Sincerely,



**Gene D. Block**  
Chancellor

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## UNIVERSITY POLICY ON SUBSTANCE ABUSE IN THE WORKPLACE

The University of California recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services for University employees and students with substance dependency problems. Employees (including student employees) and students are encouraged to seek assistance, as appropriate, from Employee Support Programs, health centers, and counseling or psychological services available at University locations or through referral. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

The University strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or of controlled substances, as defined in schedules I through V of the Controlled Substances Act, 21 United States Code §812, and by regulation at 21 Code of Federal Regulations §1308. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited. In addition, employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life.

Employees found to be in violation of this Policy, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an Employee Support Program.

Students found to be in violation of this Policy may be subject to corrective action, up to and including dismissal, as set forth in the University of California Policies Applying to Campus Activities, Organizations, and Students (Part A) and in campus regulations, or may be required, at the discretion of the University, to participate satisfactorily in a treatment program.

### SPECIAL REQUIREMENTS FOR EMPLOYEES ENGAGED ON FEDERAL OR STATE CONTRACT AND GRANTS

The Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the State Drug-Free Workplace Act of 1990 require that University employees directly engaged in the performance of work on a Federal or State contract or grant shall abide by this Policy as a condition of employment.

Employees working on Federal contracts and grants shall notify the University within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. This requirement also applies to all indirect charge employees who perform support or overhead functions related to the Federal contract or grant and for which the Federal government pays its share of expenses, unless the employee's impact or involvement is insignificant to the performance of the contract or grant. The University is required to notify the Federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in available counseling, treatment, and approved substance-abuse assistance or rehabilitation programs within thirty calendar days of having received notice of such conviction.

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## LEGAL SANCTIONS

Federal, State, and local statutes and ordinances relating to the manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol impose legal sanctions for both felony and misdemeanor convictions of violations. *Detailed information regarding these statutes, which may change over time, is available from Campus Counsel and the Law and Biomedical Libraries.*

Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. §812), and are further defined by regulations 21 CFR §1308. *Copies of the Act and regulations are available from Campus Counsel and the Law and Biomedical Libraries.*

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## DISCIPLINARY SANCTIONS

Violations of policies or regulations related to drug and alcohol use may result in corrective or disciplinary action, up to and including dismissal, as provided under applicable University policies and collective bargaining agreements covering exclusively represented personnel. Applicable policies and contracts are available in Campus Human Resources and local human resources offices.

Satisfactory participation in an Employee Assistance Program or other counseling program may, at the discretion of the University, be required as a component of corrective action.

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## WHERE TO GET HELP

Programs and referral services for those who have substance abuse problems or concerns are available through:

Academic Personnel	825-3841
Campus Human Resources- Employee Relations	794-0860
Healthcare Human Resources	794-0500
Staff and Faculty Counseling Center	794-0245
Student Psychological Services	825-0768

The services provided by the Staff and Faculty Counseling Center include:

- Training for employees and supervisors on substance abuse issues
- Individual assessment for alcoholism and addiction
- Assistance in developing individual treatment plans
- Referral to outside counseling and treatment providers
- Treatment follow-up

The University's Employee Assistance Programs treat each employee as an individual client and strictly adhere to the confidentiality rights of clients in accordance with the Federal and State laws and University policies.

UNIVERSITY OF CALIFORNIA, LOS ANGELES  
Campus Human Resources  
10920 Wilshire Boulevard, Suite 200  
Los Angeles, CA 90095-1465  
PB 33

**UCLA**

CAMPUS HUMAN RESOURCES

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# SUBSTANCE ABUSE IN THE WORKPLACE

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## Policies & Guidelines for UCLA Academic and Staff Employees

This Official Notice is issued pursuant to the requirements of Subpart B, Section 86.100 of the Federal Drug-Free School and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. It is distributed to all employees annually.

