

Drug Free Campus Procedures	
Purpose	
1.1	The University of Nebraska Medical Center (UNMC) is committed to providing a Drug Free Campus.
Scope	
2.1	This policy is applicable to all UNMC students, and employees to include Office/Service, Managerial/Professional, Faculty, and Other Academic positions. It also may apply to campus visitors like applicants for educational programs, applicants for employment, volunteers, and vendors.
Basis of the Policy	
3.1	The University of Nebraska desires to provide an alcohol and drug-free, healthy, safe, and secure work environment and has established a code of conduct for all campuses of the University of Nebraska system. UNMC will comply with all federal and state laws, regulations and orders, including the policies of the Board of Regents which pertain to providing a drug free campus.
Authorities and Administration	
4.1	The UNMC Human Resources' Division Director of Employee Relations is responsible for the administration, implementation, and maintenance of the Drug Free Campus Policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance-Executive Director of Human Resources and the Vice Chancellor for Business and Finance.
Procedures	
5.1	Drug Free Workplace, including Chemical Dependency
5.1.1	<p>Expectations:</p> <p>Individuals employed at UNMC are expected to be aware of the physical, psychosocial, and legal consequences of substance abuse and chemical dependency. Substance abuse and chemical dependency impair both personal and professional functioning, as well as an individual's health and well-being.</p> <p>Substance abuse and chemical dependency may also endanger co-workers, family members, and patients in the health care setting. Information about substance abuse and chemical dependency may be obtained from the UNMC Employee Assistance Program administered by Arbor Family Counseling.</p> <p>The unlawful use of the following drugs of abuse: depressants (for example, alcohol, barbiturates, opioids, and other controlled drugs with sedative or hypnotic activity),</p>

	<p>cannabis, stimulants, and hallucinogens on the UNMC campus by employees is strictly prohibited.</p> <p>UNMC employees must notify their department heads of any criminal drug statute convictions for violations occurring in the workplace no later than five (5) days after such conviction.</p>
<p>5.1.2</p>	<p>Basic Procedures:</p> <p>UNMC employees who violate drug laws and/or unlawfully use controlled substances prior to or during UNMC work hours and/or activities or who have the smell of alcohol or unlawful controlled substances on their breath or clothing or are impaired by such substances during UNMC work hours will be subject to a Corrective and Disciplinary Action as outlined in the Corrective and Disciplinary Policy.</p> <p>When a supervisor/manager has a reasonable suspicion that an employee is under the influence of alcohol and/or unlawful controlled substances the supervisors/manager may request the employee to submit to a blood and/or urine substance test at Employee Health in accordance with Nebraska Revised Statute 48 1901-1910. The supervisor/manager will consult with Human Resources/Employee Relations <u>before</u> requesting employee to submit to a blood or urine substance test.</p> <p>Supervisors/Managers need to stay with the employee at Employee Health until testing procedures have been completed and the employee has been picked up by their ride (employee will go home after testing procedures have been completed). If an employee refuses to be tested, the manager should inform the employee that refusal to test may lead to corrective and disciplinary action up to and including termination. The referring department will be responsible for drug/alcohol testing costs.</p> <p>If reasonable suspicion occurs after-hours, the supervisor/manager will contact UNMC Security Dispatch at 402-559-5111. UNMC Security Dispatch will contact the Employee Relations representative on call to inform them of the reasonable suspicion. The Employee Relations representative on call will contact the supervisor/manager to discuss the reasonable suspicion and will contact the Nebraska Medicine Operator to request the Nebraska Medicine Human Resources representative on call initiate testing procedures through Employee Health.</p> <p>Existing UNMC policies governing leave of absence for illness will be applied to those students, employees, and faculty who may need time off for evaluation or treatment of chemical dependency. The student, employee or faculty member will be responsible for any costs of evaluation, treatment, or aftercare.</p>
<p>5.1.3</p>	<p>Corrective and Disciplinary Actions:</p> <p>Violation of the Drug Free Campus Policy by either faculty or staff may result in corrective</p>

	<p>and disciplinary action up to and including termination of the individual's employment and referral for prosecution by proper authorities under local, state, and/or federal law.</p> <p>Employees who violate drug laws and/or abuse mood-altering substances prior to or during University work and/or activities will be subject to corrective and disciplinary action as outlined in the Corrective and Disciplinary Action Policy.</p> <p>Licensed health care professionals who demonstrate "habitual intoxication or active dependency on or addiction to the use of alcohol orany kind of controlled substance or narcotic drug" are subject to mandatory reporting to the Nebraska Department of Health and Human Services Regulation and Licensure within 30 days of discovery unless the potential reporter is a spouse or health care provider engaged in a legitimate practitioner-patient relationship or the individual is enrolled in the Licensee Assistance Program (LAP) and is in compliance with the LAP program requirements. (State of Nebraska Uniform Licensing Law, 1996).</p>
5.2	<p>Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol:</p> <ol style="list-style-type: none"> 1. Most drugs of abuse, including alcohol, can cause psychological and physical dependence. As a result, many individuals experience significant psychological, physical, and personal problems associated with their chemical use. 2. Areas of an individual's life that may be affected by chemical use include family, occupational, and social life. 3. Any drug, which is injected through contaminated or shared needles, may carry the risk of hepatitis, endocarditis, AIDS or other infectious diseases. 4. Use of drugs of undetermined potency or content (street drugs) may result in exposure to unanticipated psychoactive substances or other substances toxic to humans. 5. Withdrawal of addicting sedative or depressant agents usually results in stimulation and agitation while depressive symptoms usually accompany stimulant withdrawal. <p>Employees and faculty who recognize a problem related to their alcohol or drug use may voluntarily seek confidential assistance through the Employee Assistance Program administered by Arbor Family Counseling. Exceptions to confidentiality may include situations where there is a suspicion of danger to self or others.</p> <p>When a student, employee, or faculty member is aware of behavior that is consistent with impairment, these individuals shall immediately report this behavior to an appropriate supervisor. Concerns regarding student behaviors shall be reported immediately to an appropriated faculty or college administrator who is designated by the dean. Questions about the appropriate course of action should be directed to student counseling or Human Resources/ Employee Relations.</p>

5.3	<p>UNMC Employee Assistance Program (EAP)</p> <p>The Employee Assistance Program administered by Arbor Family Counseling will be available to conduct drug-free awareness programs to educate UNMC employees about the following:</p> <ol style="list-style-type: none"> 1. The availability of assistance offered through the Arbor Family Counseling EAP. 2. Education about chemical dependency. <p>Arbor Family Counseling EAP is available to all employees and family members needing information about and/or other assistance with alcohol or drug-related problems. Arbor EAP provides information and cost-free confidential counseling services for employees/family members with concerns regarding substance abuse or dependency and can provide the following resource information to employees and family members:</p> <ol style="list-style-type: none"> 1. Campus/community support groups, i.e. 12-step recovery programs such as Alcoholics Anonymous (AA), Al-Anon (for family and friends of the alcoholic), Narcotics Anonymous (NA), Cocaine Anonymous (CA), Adult Children of Alcoholics (ACA). 2. Individual/private practice therapists/counselors with chemical dependency counseling expertise. <p>Information about UNMC employee health insurance coverage for chemical dependency treatment should be directed to the UNMC Benefits office.</p> <p>Consultation to Arbor Family Counseling EAP will be handled confidentially to the extent permitted by law and in accordance with UNMC policies and procedures. Arbor Family Counseling EAP offices are located at 11605 Arbor Street, Ste 106. The 24-hour helpline is 402-330-0960. Additional information is available at arborfamilycounseling.com.</p>
<p>Notice of Non-Discrimination</p>	
6.1	<p>Please see UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>For additional information, contact Human Resources/ Employee Relations at 559-4371 or 559-8534 or review the following:</p> <ol style="list-style-type: none"> 1. Policy #1003 – Drug Free Campus Policy 2. Policy #1098 – Corrective and Disciplinary Action Policy 3. Procedures #1098 – Corrective and Disciplinary Action Procedures 	