SUBSTANCE ABUSE PROGRAM
Alcoholic Beverages, Tobacco, and Illegal Drugs
(Modified 8/04)

1. PURPOSE

The objective of this policy is to develop a drug-, tobacco-, and alcohol-free workplace which will be safe and productive. In order to further this objective, the following Substance Abuse Program has been established in respect to use, possession, distribution, or being under the influence of drugs, tobacco, or alcohol. For the purpose of complying with the legal certification requirements of the Drug-Free Workplace Act of 1988, Texas Senate Bill 1/Texas Workers Compensation Commission, and the U.S. Department of Education for Drug-Free Schools, each employee is required to be provided annually the information contained in this policy regarding substance abuse.

2. SCOPE

The Program provides information on behavioral expectations, health risks, responsibilities, LeTourneau University services, drug awareness program, and penalties for violating this policy. This policy applies to all employees of the University regardless of rank or position and includes temporary and part-time employees.

3. BEHAVIORAL EXPECTATIONS

Evangelical Christians are guided by Scripture, standards of health, moral integrity, social consciousness, and effective Christian witness. Therefore, all faculty, staff, and students are expected to adhere to a personal life-style that reflects the concerns of the evangelical Christian community. For LeTourneau University employees, on or off campus, this includes refraining from the use of alcoholic beverages, tobacco, and illegal drugs at all times.

The behavioral expectations of LeTourneau for every member of its community includes the prohibition of manufacture, distribution, dispensing, possession, sale, purchase or use of illicit drugs, inhalants, alcohol, and tobacco products. The University policy prohibits these activities because each has been widely recognized as a source of serious health and social problems.

4. HEALTH RISKS OF ALCOHOL, TOBACCO, AND ILLEGAL DRUGS

   a. Alcohol: Alcohol acts as a depressant, affects the mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment. More serious effects of alcohol may be damage to the liver, kidneys, pancreas, and brain. On the average, heavy alcohol drinkers shorten their life spans by approximately ten years.

   b. Tobacco: Use of tobacco products harms nearly every organ of one’s body, damaging the immune system and increasing the risk of infections. It causes many diseases and reduces one’s health in general. Smoking affects the smoker and second-hand smoke affects others. Diseases caused by tobacco include abdominal aortic aneurysm, acute myeloid leukemia, cataract, peripheral artery disease, periodontitis, pneumonia and other respiratory diseases, and cancer of the cervix, kidneys, pancreas, stomach, and mouth.
c. Marijuana: Prolonged use and increased tolerance to marijuana can lead to severe psychological dependence. Marijuana use may produce an immediate increase in heart and pulse rate and can cause an acute panic anxiety reaction. Use of marijuana may cause impairment of memory, altered sense of time, and inability to concentrate.

d. Cocaine and Crack: Cocaine or crack use may produce an increase in heart rate, breathing rate, and body temperature. An indication of cocaine or crack use may be chronic runny nose and membrane infections. Overdose may result in seizures, cardiac arrest, coma, or death.

e. Amphetamines and Barbiturates: Amphetamine and barbiturate users become highly susceptible to physical dependence. Such usage may cause infections of the skin, liver, heart, and lungs.

f. Other problems: Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. Effects of alcohol and illegal drugs, more often than not, lead to poor job performance, loss of jobs, arrests, arguments with family and friends, and serious accidents.

5. EMPLOYEE’S RESPONSIBILITY:

The employee must act as a responsible representative for the University. It is his/her responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase or use of drugs, to his/her immediate supervisor. All employees are responsible for cooperating fully with law enforcement officials to punish the violation of laws relating to illegal drugs.

Employees are required to inform their supervisors of any use of prescribed or over-the-counter medicine that could affect their performance. It is the employee’s responsibility to determine from the physician whether or not the prescribed drug would impair his/her job performance. When reporting such use, the employee is required to have a written statement from their doctor regarding the prescription’s effect on the employee’s performance of job duties and present this to his/her supervisor. When risks of accident potential are unacceptable, the employee will be directed to take leave with or without pay or reassigned to an existing vacant position until the use is discontinued. Paid leave may be charged to sick leave and/or current vacation time if either is available.

6. SUPERVISOR’S RESPONSIBILITY:

Everyone in a supervisory role is held accountable for being familiar with this Substance Abuse policy and its administration. He/she must keep good records of employee performance. Any situation involving an employee under the influence of drugs or the use, sale, possession or distribution of drugs, should be reported immediately to one’s vice president. It is the supervisor’s responsibility to document situations of suspected or actual drug use.

7. LEGAL SANCTIONS

All state and federal laws pertaining to alcohol, tobacco, inhalants, and drugs will be enforced on all university sites. The unlawful possession, use, or distribution of illegal drugs, tobacco,
and alcohol constitutes a violation of local, state, and/or federal law. Offenses and penalties for conviction can range from misdemeanors to felony drug convictions that include imprisonment and/or fines.

8. LETOURNEAU UNIVERSITY SANCTIONS

   a. The unlawful manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance is wrong, harmful, and prohibited.

   b. Being under the influence of alcohol, inhalants or other drugs is prohibited. The unauthorized use or possession of alcoholic beverages and abuse of prescription drugs or over-the-counter drugs is prohibited.

   c. Employees who violate the substance abuse policy are subject to appropriate disciplinary action up to and including suspension without pay and termination. In the case of exempt employees, docking of pay may only be done in full-day increments.

9. PENALTIES FOR VIOLATION OF POLICY

Any employee who violates this policy shall be immediately suspended pending completion of an investigation. During the course of an investigation, the suspected employee shall have the opportunity to provide an explanation. In the event that a determination is made by the University that the employee violated this policy, the employee may be terminated.

Any employee convicted of a criminal drug statute infraction occurring in the workplace shall notify the University in writing no later than five (5) days after such conviction. The University will notify the appropriate funding or contracting federal agency within 10 days after receiving notice. The University will take the following action within 30 days of receiving notice with respect to the convicted employee: take appropriate disciplinary action against such employee, up to and including job termination, and/or referral for prosecution consistent with local, state, and federal law.

10. DRUG-FREE AWARENESS PROGRAM

The administration will provide each employee with a copy of the University’s drug-free workplace policy as well as penalties for violating the policy. This will be done for new employees upon employment and once a year thereafter. The policy will also be posted in the Business Office and on the LeTNet. The university nurse or counselors are available for referral to alcohol, tobacco, or drug treatment programs. The university’s health plan has some benefits for the treatment of drug and/or alcohol abuse for covered employees and their covered dependents. Detailed information can be obtained by reading the plan booklet.

Acknowledgement and Signature

I hereby acknowledge that I have received, read, and will abide by this Substance Abuse Policy of LeTourneau University.

Employee’s Signature ___________________________________________ Date ____________