

34.02.01.E1.01 Drug and Alcohol Abuse

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Supplements System Policy 34.02 and 34.03, System Regulation 34.02.01 and TEES Rule 34.02.01.E1

Standard Administrative Procedure Statement

The Texas A&M Engineering Experiment Station (TEES) is committed to providing its employees a drug and alcohol free workplace in accordance with System Policy 34.02 Drug and Alcohol Abuse, System Policy 34.03 Alcoholic Beverages, and System Regulation 34.02.01 and TEES Rule 34.02.01.E1 Drug and Alcohol Abuse.

Reason for Standard Administrative Procedure

This Standard Administrative Procedure (SAP) addresses alcohol and illicit drug use and abuse; the illegal use and sale, or possession of alcohol and illicit drugs; employee testing and employee assistance and education.

Procedures and Responsibilities

1. PROHIBITION

- 1.1 In accordance with Federal, State and Texas A&M University System Regulation, TEES prohibits the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol on property under the control of TEES and/or while on official duty and/or as part of any associated activities.
- 1.2 The purchase, consumption and possession of alcoholic beverages in facilities under the control of TEES shall comply with state law and System Policy 34.02 and 34.03.
- 1.3 Failure to comply may result in disciplinary action, up to and including termination. An employee who violates any of the drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state and federal laws may include, but not be limited to: fines, probation, jail or prison sentences.

2. RESPONSIBILITY

- 2.1 It is the responsibility of employees to report suspected violations to their immediate supervisor or to the office of Engineering Human Resources.

- 2.2 Employees shall report to their supervisors, or to Engineering Human Resources, any use of a prescribed or over-the-counter medication that could adversely affect job performance. Any such medical information will be kept confidential and shared with appropriate personnel only on a need-to-know basis. Those employees adversely affected by the medication during the normal course of duty may be placed on leave in accordance with leave regulations.
- 2.3 An employee must disclose to their employing division any drug related arrest or conviction.

3. TESTING

- 3.1 Employees are subject to testing for drugs and/or alcohol in accordance with Federal and State law and System Regulation 34.02.01.
- 3.2 Testing of an employee may be undertaken if there is reasonable suspicion that the employee's job performance has been affected by the use of illicit drugs or alcohol or if there is reasonable belief that such impairment will affect safety.
- 3.3 Individuals may be tested as a follow-up to an occurrence and/or follow-up to rehabilitation or as deemed necessary by the CEO or by rules outlined by other governing entities for which the employee is conducting work.
- 3.4 Individuals returning to work after an occurrence may be subject to monitoring. Monitoring may include procedures outlined by other governing entities in relation to contract work.
- 3.5 Refusal to submit to a test or adulteration of a testing sample will be treated in the same manner as a positive test.

4. EMPLOYEE ASSISTANCE

- 4.1 Resources are available to employees from a variety of sources which may include the employee's health insurance plan, local counseling services and community support programs. Employees may contact Engineering Human Resources for aid in locating needed assistance.

5. EDUCATION

- 5.1 Required information and material as outlined in System Policy 34.02, is distributed to employees initially through new employee orientation and annually thereafter.

- 5.2 Employees working in areas where other governing entities may have additional information associated to drug and alcohol use are to be made aware of that information and the penalties associated with them.

Related Statutes, Policies, or Requirements

[Policy 34.02, Drug and Alcohol Abuse](#)

[Policy 34.03, Alcoholic Beverages](#)

[Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#)

[TEES Rule 34.02.01.E1, Drug and Alcohol Abuse](#)

Contact Office

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