

**Texas Woman's University
University Regulation and Procedure**

Regulation and Procedure Name: Drug Free Workplace Policy

**Regulation and Procedure
Number: URP: 01.255**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Texas Woman's University Policy is to establish policies and procedures designed to assist TWU in maintaining a campus environment that is free of illegal drugs.

APPLICABILITY

This policy is applicable to TWU Students, Staff, and Faculty.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Policy
 - A. Texas Woman's University is required by the Drug-Free Workplace Act of 1988 to notify all employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulations.
 - B. Any employee convicted of a violation of a criminal drug or alcohol related statute occurring on TWU premises must, as a condition of continued employment, abide by the terms of this policy and notify their supervisor and/or department head. Notification of a conviction must be made in writing within five (5) calendar days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988.
 - C. The University must notify the federal contracting or granting agency of any criminal convictions of individuals employed on a federal grant or contract

for illegal drug activity in the workplace. The notice must be provided within 10 days after receiving notice of a conviction.

- D. An employee or student who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action up to and including termination of employment, or dismissal from school, or will be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program or both.

II. Procedure

Students or employees involved with the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on Texas Woman's University property will be subject to appropriate disciplinary procedures. TWU students are subject to the penalties set out in the Student Handbook under "University Policy Governing Student Conduct", which includes suspension from attendance or enrollment at TWU. Staff employees are subject to disciplinary procedures as outlined in the URP 05.600: Staff Standards of Conduct and Disciplinary Processes. Faculty employees are subject to disciplinary action as determined by the Provost and Vice President for Academic Affairs.

III. Programs

Drug abuse prevention programs are available through the Office of Student Life, TWU Counseling Center, and the Office of Human Resources ("OHR").

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 05.650: Drug and Alcohol Testing for TWU Drivers of Commercial Motor Vehicles](#)

[URP 01.250: Alcohol Use](#)

[URP 05.600: Staff Standards of Conduct and Disciplinary Processes](#)

FORMS AND TOOLS

None

Publication Date: 07/02/2021

Revised: 07/02/2021