

## **Human Resources & Workforce Diversity**

### **Drug-Free Workplace Policy**

Congress has enacted the Drug-Free Workplace Act of 1988 which places certain responsibilities on the University of Wisconsin System as the recipient of federal grants and contracts. Pursuant to the federal requirements and in keeping with current university policy, all System Administration employees are reminded that UW System rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all university property and work sites. Any employee who engages in any of these actions on university property or the work site or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to and including discharge. Under the requirements of the new federal law, employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their director or vice president within five days of the conviction if the employees are employed by the university at the time of the conviction. In addition, under the requirements of the Drug-Free Schools and Communities Act, institutions of higher education must provide employees with notice of the applicable state and federal sanctions for unlawful possession or distribution of illicit drugs and alcohol. Attached are the applicable Wisconsin and federal legal sanctions. Employees who have problems with alcohol or controlled substances should be encouraged to voluntarily seek counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of the university and the employee. The UW-System Administration has an established employee assistance program which is available to assist employees in this area. Questions regarding the Federal Drug-Free Workplace Act can be directed to the System Administration Human Resources Office (263-4390).

[Wisconsin and federal legal sanctions](#)