



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 9.1

Effective August 13, 2009

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

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Staff Handbook

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Drug-Free Workplace

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Lincoln University as a recipient of federal grant funds, has established this policy in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, Public Law 1010-226.

Purpose and Goal

Lincoln University is committed to protecting the safety, health and well-being of all employees, students and other individuals in the workplace. The university recognizes that alcohol abuse and drug use pose a significant threat to the goals of the institution. The drug-free workplace policy balances respect for individuals with the need to maintain an alcohol- and drug-free environment.

Covered Individuals

Any individual who conducts business with Lincoln University, is applying for a position, or is on Lincoln University's property is covered by the drug-free workplace policy. The policy includes, but is not limited to, employees, students and visitors.

Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours.

Prohibited Behavior

It is a violation of the drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify her/his supervisor in writing within 5 calendar days of the

conviction. The university will take appropriate action within thirty days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of the drug-free workplace policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious:

- In the case of an applicant, if he/she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.
- If an employee violates the policy, he/she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Lincoln University recognizes that alcohol and drug abuse and addiction are treatable illnesses. Early intervention and support improve the success of rehabilitation. To this end, Lincoln University offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP). Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to be concerned about working in a safe environment, support fellow workers in seeking help, use the Employee Assistance Program, and report dangerous behavior to their supervisor. It is the supervisor's responsibility to clearly state consequences of policy violations.

Communication

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting our drug-free workplace policy, all employees will receive a written copy of the policy and are asked to review it annually.

Exception

The distribution, dispensing, possession, or use of alcohol is prohibited on the Lincoln University campus except for those times, places, and purposes approved by the President of the university.



University Human Resource Services
Revised July 9, 2009