



**Origination Date:** 01/1994  
**Last Approved:** 08/2019  
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**Owner:** *Kimberly Griffin: Dir Of Human Resources*  
**Policy Area:** *Human Resources and Employment*  
**References:**

## Drugs and Alcohol Policy

### Scope:

All eligible University of Texas Health Science Center at Tyler (the "University") employees.

### Purpose:

To establish a drug and alcohol policy to protect the staff, patients and visitors of the University.

### Policy:

- Unauthorized purchase, manufacture, distribution, possession, sale, storage, or use of any illegal drug or controlled substance while on duty, while in or on the premises or property owned or controlled by the University, or while in vehicles used for University business is prohibited;
- The use or possession of alcohol or illegal drugs while on duty or while in vehicles used for University business is prohibited;
- Use of alcohol, an illegal drug, or controlled substance while not on duty which adversely affects job performance or may adversely affect the health or safety of other employees, students, visitors, or patients is prohibited;
- Use of alcohol at an authorized University function, in the course of official University business, or at an authorized Health University site that adversely affects job performance or may adversely affect the health or safety of any other person is prohibited;
- Warnings about prescribed or over-the-counter medication and its impact on work performance of an individual or job safety must be heeded by the employee; A supervisor's advice and assistance may be necessary when job adjustments are required to ensure an employee's ability to perform assigned duties or in a safe manner because of the use of such medications;
- Distribution to others of a drug or controlled substance obtained pursuant to a prescription, except by duly licensed and certified persons, while on duty or while in or on the premises or property controlled by the University is prohibited;
- Employees who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources, such as the University's Employee Assistance Program.

Failure to comply with this policy may lead to disciplinary action, including termination.

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
	Kirk Calhoun: President/Prof of Medicine	08/2019
Executive Cabinet	Michelle Harris: Executive Assistant Senior	08/2019
Office of Legal Affairs	Carl Baranowski: VP Legal & General Counsel	04/2019
Faculty Senate	Vijaya Lella: Prof Of Biochemistry	04/2019
	Cynthia Scott-Lunau: VP Human Resources/CHRO	02/2019

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