

M E M O R A N D U M

DATE: September 28, 2001

TO: Deans, Department Chairs, Program
Coordinators, Administrative Support, Staff Deans

FROM: Beverly Ford, Director
Office of Faculty and Staff Assistance
California State University, Chico

SUBJECT: **Statement on Controlled Substance and Alcohol Abuse**

**PLEASE DISTRIBUTE AND/OR POST THIS ANNOUNCEMENT SO
THAT ALL INDIVIDUALS IN YOUR UNIT ARE AWARE OF IT.**

The University recognizes its responsibility to provide a safe and productive work environment for its employees. Because substance abuse can affect an employee's productivity, create a hazard to others, and impair the efficacy of the organization, the University issues the following statement.

Controlled Substances

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the campus of California State University, Chico and on any work site of employees of the University. Violators of this prohibition are subject to disciplinary action, including dismissal, demotion, or suspension without pay, under the provisions of Sections 89538 and 89539 of the California State Education Code.

Compliance with this prohibition is also a condition of employment under any federal grant carried out on or administered by the University. Any employee of the University who is the recipient of or participant in any federal grant must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University is required by law to inform the sponsoring federal agency within ten days of receiving such employee notice.

Alcoholic Beverages

The possession and consumption of alcoholic beverages on the campus is generally prohibited as a matter of institutional policy. Alcoholic beverages are permitted only at special events and at times the places approved by the Director of University Housing and Food Services in compliance with prescribed rules. The possession, transportation, or consumption of alcoholic beverages is prohibited in all campus residence halls. The Alcohol Beverage Control Act requires that no alcoholic beverage may be sold without a license. Employee intoxication while on duty is a cause for suspension without pay, demotion, or dismissal under the California Education Code, Section 89535.

Code Enforcement

The University Police Department is a California law enforcement agency with full peace officer authority just as a municipal police department is for a city. Together with the Office of Environmental Management Health and Safety, the University Police Department enforces all relevant codes and statutes, including the California Penal Code, the California Health and Safety Code, and the California Education Code.

Adverse Effects

The use of illicit drugs and the abuse of alcohol produce harmful effects to the human body, adverse psychological consequences, serious personal and social problems, destructive impact on familial relationships, and ineffectiveness, property damage, and physical danger in the workplace.

Assistance Programs

The University has a CONFIDENTIAL Faculty and Staff Assistance Program provided at no cost to faculty and staff, who may seek its services on their own or who may be formally referred by supervisors. This assistance offers up to three sessions of consultation, assessment, and referral to mental health professionals or carefully screened rehabilitation facilities, both inpatient and outpatient care rehabilitation facilities. The department also maintains voluminous materials on assistance resources throughout the United States and Canada in consideration of the fact that faculty and staff have come to the University from many places and may prefer to seek assistance outside the immediate community. The department provides information concerning twelve-step programs, including active coordination with such entities as Alcoholics Anonymous, Narcotics Anonymous, Co-Dependents Anonymous and Al-Anon.

The Faculty and Staff Assistance Program office provides periodic alcohol and controlled-substance awareness training for supervisors of both academic and non-academic employees and sponsors informal information sessions for the University community at large. It also provides a back-to-work program for faculty and staff returning to the workplace after rehabilitation.

Additional information and campus policies on drug and alcohol abuse can be found in Executive Memoranda 99-11, 89-12, and in the Guidelines for Supervisors Dealing with Faculty or Staff Impaired by Substance Abuse issued September 1989.

This statement is distributed to all University employees in response to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Where To Go For Assistance

Recovery from the abuse or addiction to alcohol and other drugs is possible. Confidential support is available through the Faculty and Staff Assistance Program located in Bldg. D, Room 123. **If you or someone you know is struggling with issues concerning addiction and you would like to talk to a professional knowledgeable in the area please call the Faculty and Staff Assistance Program Director, Beverly Ford, at x4645 for an appointment.** The Americans With Disabilities Act of 1990 protects individuals from discrimination because of a history of drug or alcohol abuse. The Act does not protect individuals from consequences that stem from non-performance or faulty performance of job duties.