

Policy Title: Drug-Free Workplace
Policy Summary: University Commitment to Provision of a Drug-Free Workplace
Policy Category: Human Resources
Policy Owner: Human Resources

Policy Summary

Policy protecting the University's commitment to a drug-free workplace by prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances while on University premises or conducting University business off-campus.

Purpose

The purpose of this policy is to comply with the requirements of federal and state law that pertain to providing a drug-free workplace for University faculty and staff.

Scope

This policy governs all University trustees, officers, faculty, and staff while they are physically present on University premises or while conducting University business off-campus.

Policy

Drake University is committed to providing a drug-free workplace. The cooperation of all employees and a similar commitment from them is expected and is a part of everyone's job duties. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. Consistent with this commitment, Drake complies with all federal and state laws, regulations and orders, which pertain to providing a drug-free workplace.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University premises, or while conducting University business off-campus, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

The University recognizes drug dependency as an illness and a major health problem. The University also recognizes drug abuse as a potential health, safety and security problem. Individuals needing help in dealing with such problems are encouraged to use the Employee Assistance Program located at 505 Fifth Avenue, Suite 600, in Des Moines and available by phone at 515-244-6090 or 800-327-4692 and University health insurance plans, as appropriate.

All Drake employees must, as a condition of employment, adhere to the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on- or off- University premises while conducting University business. A report of a conviction must be made within five (5) days after the conviction. Any inquiries regarding coverage under these provisions should be directed to Human Resources.

For some positions at Drake University, post-offer, pre-employment drug testing may be required as a condition of employment. In the event such pre-employment testing is required, applicants will be provided with notice of the requirement and a copy of the applicable drug testing policy.

Last Review Date: January 2021

Effective Date: July 2012

Resources and Related University Policies:

- [Faculty Manual](#)
- [Staff Handbook](#)