



34.02.01.E1.01 Drug and Alcohol Abuse

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Supplements System Policy 34.02 and 34.03, System Regulation 34.02.01 and TEES Rule 34.02.01.E1

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) is committed to providing its employees a drug and alcohol-free workplace in accordance with System Policy 34.02 Drug and Alcohol Abuse, System Policy 34.03 Alcoholic Beverages, and System Regulation 34.02.01 and TEES Rule 34.02.01.E1 Drug and Alcohol Abuse. This Standard Administrative Procedure (SAP) addresses alcohol and illicit drug use and abuse; the illegal use, sale, or possession of alcohol and illicit drugs; misuse of prescription drugs; employee testing, employee assistance, and education.

Procedures and Responsibilities

1. PROHIBITION
 - 1.1 In accordance with Federal, State and Texas A&M University System Regulation, TEES prohibits the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, controlled substances, or alcohol on property under the control of TEES and/or while on official duty and/or as part of any associated activities.
 - 1.2 The purchase, consumption, and possession of alcoholic beverages in facilities under the control of TEES shall comply with state law and System Policy 34.02 and 34.03.
 - 1.3 TEES prohibits the use of prescription medications for which the employee does not have a valid prescription and use of prescription medications in a manner inconsistent with the prescription.



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2. DISCIPLINARY ACTION

- 2.1 Failure to comply may result in disciplinary action, up to and including termination. An employee who violates any of the drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state, and federal laws may include, but not be limited to: fines, probation, jail or prison sentences.
- 2.2 If an employee found to be in violation of this SAP is not terminated, the employee may be permitted to return to work if he/she completes required training and/or a rehabilitation program and complies with sanctions relative to the situation.

3. RESPONSIBILITY

- 3.1 It is the responsibility of employees to report suspected violations of this SAP to their immediate supervisor or to Engineering Human Resources.
- 3.2 Employees shall report to their supervisors, or to Engineering Human Resources, any use of prescribed or over-the-counter medication that could adversely affect job performance. It is each employee's responsibility to check with a physician regarding whether any medication may adversely affect performance. Any such medical information will be kept confidential and shared with appropriate personnel only on a need-to-know basis. Those employees adversely affected by the medication during the normal course of duty may be placed on leave in accordance with leave regulations.
- 3.3 An employee must disclose to their employing division any drug related arrest or conviction.

4. DRUG & ALCOHOL TESTING

- 4.1 Employees are subject to testing for drugs and/or alcohol in accordance with Federal and State law and System Regulation 34.02.01, and in accordance with any requirements under the terms of a federal grant or contract.
- 4.2 Testing of an employee may be undertaken if there is reasonable suspicion that the employee's job performance has been affected by the use of illicit drugs or alcohol or if there is reasonable belief that such impairment will affect safety.



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- 4.3 Utilizing the reasonable suspicion observation checklist will aid in determining if a test is to be requested. Examples of observations and behaviors include: presence or possession of substance that appears to be drugs or alcohol, odor of alcohol or marijuana, dilated or constricted pupils, extreme fatigue or sleeping on the job, excessive sweating, slurred or incoherent speech, nausea or vomiting, or other observations concerning the appearance, behavior, speech or body odors of the employee which may indicate chronic and/or withdrawal effects of the use of controlled substances as defined by System Regulation 34.02.01. In addition, a job-related accident or near-accident involving human error may trigger a reasonable suspicion test request.
- 4.4 When reasonable suspicion testing is warranted, the manager and Engineering Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.
- 4.5 Individuals may be tested as a follow-up to an occurrence and/or follow-up to rehabilitation or as deemed necessary or by rules outlined by other governing entities for which the employee is conducting work.
- 4.6 Individuals returning to work after an occurrence may be subject to monitoring. Monitoring may include procedures outlined by other governing entities in relation to contract work.
- 4.7 Refusal to submit to a test or adulteration of a testing sample will be treated in the same manner as a positive test.

5. EMPLOYEE ASSISTANCE

- 5.1 Resources are available to employees from a variety of sources which may include the employee's health insurance plan, The Texas A&M University System Employee Assistance Program (EAP), local counseling services and community support programs. Employees may contact Engineering Human Resources or the Engineering Staff Ombuds for aid in locating needed assistance.

6. EDUCATION

- 6.1 Required information and material as outlined in System Policy 34.02, is distributed to employees initially through new employee orientation and annually thereafter.



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- 6.2 Employees working in areas where other governing entities may have additional information associated to drug and alcohol use are to be made aware of that information and the penalties associated with them.

Related Statues, Policies, or Requirements

[Policy 34.02, Drug and Alcohol Abuse](#)

[Policy 34.03, Alcoholic Beverages](#)

[Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#)

[TEES Rule 34.02.01.E1, Drug and Alcohol Abuse](#)

Contact Office

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