



## Policy on Drugs and Alcohol

1. Unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on duty, while in or on premises or property owned or controlled by the University, or while in vehicles used for University business is prohibited.
2. The unauthorized use or possession of alcohol or inhalants while on duty, or while in vehicles used for University business, is prohibited.
3. Use of alcohol, inhalants or an illegal drug or controlled substance while not on duty is prohibited if the use of the substance adversely affects job performance or may adversely affect the health or safety of other employees, students, or visitors.
4. Use of alcohol (at an authorized University function, in the course of official University business, or at an authorized University site), which adversely affects job performance or may adversely affect the health or safety of any other person is prohibited.
5. Warnings about prescribed or over-the-counter medication and its impact on work performance or on 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 work in a safe manner because of use of such medications.
6. 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 premises or property controlled by the University is prohibited.
7. Employees who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources. The Human Resources staff is able to aid employees in identifying available substance abuse rehabilitation programs.

### **ENFORCEMENT**

1. An employee who violates the above policy may be subject to disciplinary action, including termination.
2. At the discretion of the University, the employee may be referred to an assistance program and/or may be required to participate in, and satisfactorily complete a chemical abuse rehabilitation program as a condition of continued employment.

### **POLICY ON SMOKING**

In order to achieve an environment as close to smoke free as possible, the Human Resources Committee recommended and The University Assembly approved the following smoking policy at UT San Antonio:

**Smoking is prohibited in all indoor locations, in all University vehicles and within 20 feet of any outside entrance to any building.**

Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of The University.