

PROCEDURE

Effective Date: January 17, 2023

Approved By: Associate Vice President for Human Resources

Authority: [POL-U1300.03](#) Reducing the Risk Associated with the Use of Alcohol and Other Drugs

See Also:

[POL-U5410.04](#) Drug and Alcohol Testing for U.S. Department of Transportation Compliance

PRO – U1300.03A REPORTING EMPLOYEE DRUG CONVICTIONS

Action by: Employee

1. **Notifies** their department head or Dean within 5 calendar days of a state or federal criminal drug conviction if the drug violation occurred while at the workplace or while engaged in work-related activities.

Action by: Department Head or Dean

2. **Notifies** their Human Resources Consultant about conviction.

Action by: Human Resources Consultant

3. Within two business days of receiving notice from the Department head or Dean, **determines** if employee's position is federally funded.
 - a) If position is grant funded,
 - i. **Notifies** Research and Sponsored Programs (RCP) Compliance Officer.
 - ii. **Works** with the employee's supervisor and RSP Compliance Officer on imposing a sanction on or requiring a satisfactory participation in a drug abuse assistance or rehabilitation program.
 - b) If position is not grant funded, **implements** necessary disciplinary and/or intervention steps consistent with applicable governing documents such as collective bargaining agreements.

Action by: RSP Compliance Officer

4. Within **8 calendar days** of receiving notice from Human Resources,
 - a) **Determines** if the employee's funding source is a covered contract under [41 U.S. Code § 8102 \(a\)\(1\)](#), and

- b) **Notifies** the appropriate federal contracting agency if the position is determined to be covered.
5. **Works** with Human Resources to implement Step 3(a)(ii) of this procedure.