

TEXAS SOUTHERN UNIVERSITY

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DEPARTMENT OF HUMAN RESOURCES
AND PAYROLL SERVICES
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TO: All Employees of Texas Southern University
FROM: Keisha L. David, Associate Vice President/CHRO
RE: Drug-Free Workforce Policy

On November 16, 1988, Congress passed the Drug-Free Workplace Act of 1988, Pub. L. No. 100-690, Title V. Subtitle D: 41 USC, Sec. 701, et. seq. This law applies to federal procurement contracts above \$25,000 and to recipients of federal grants; regardless of the amount that was awarded after March 18, 1989. Since Texas Southern University is a recipient of numerous federal grants, we are required by law to comply with the requirements of the Drug-Free Workplace Act.

The law as enumerated in the enclosed policy:

- a) Emphasizes that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's workplace;
- b) Points out the dangers of drug abuse in the workplace;
- c) Restates Texas Southern University's policy of maintaining a drug-free workplace; and
- d) Informs all employees of the availability of drug counseling, rehabilitation and employee assistance programs.

As a specific requirement of the Drug-Free Workplace Act, all employees working under a federal grant are required to agree to abide by the items stated in the policy and to notify the University of any criminal conviction for a violation occurring in the workplace no later than five (5) days after such conviction. There are specific penalties that may be taken against employees for violation of the policy up to and including termination (54 Fed. Reg. 4969).

By continuing to enforce the "Drug-Free Campus Policy" it is my sincere hope that we will continue to maintain a drug-free working environment of which we may all be proud.

Keisha L. David, Associate V.P./CHRO

I have been informed of the Texas Southern University's Drug-Free Campus Policy.

Signature

Date