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POLICY STATEMENT 41 SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY

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POLICY DIGEST

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Primary Monitoring Unit: Chancellor's Office
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I. INTRODUCTION

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The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies. These policies conform with the U.S. Drug Free Schools and Campuses Act of 1989 and 1990.

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II. POLICY

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It shall be the policy of Louisiana State University at Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

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- A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.
 - B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.
 - C. The illegal use, possession, dispensation, manufacture or sale of controlled substances and alcohol abuse by students while on campus is prohibited.
 - D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:
 - 1. employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a Federal, State, or local health or law enforcement agency or other appropriate agency.
 - 2. students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.

- 39 3. employees and students - referral to civil authorities as appropriate for violation of
40 local, state, or federal regulations.
- 41 E. All employees and students will be given a copy of the University's Substance Abuse
42 and Drug-Free Campus Policy on an annual basis. As a condition of employment for
43 administrators, faculty, staff, and student employees, and as a condition of enrollment for
44 all students, the attached document must be signed which attests that they will:
- 45 1. abide by the terms of the University's Substance Abuse and Drug-Free Campus
46 Policy.
- 47 2. notify the Office of the Chancellor (employees) or Office of Student Affairs(students)
48 in writing of any criminal drug statute conviction for a violation occurring in the
49 workplace no later than five (5) days after such conviction.
- 50 Signed employee certification sheets will be filed in the Office of Personnel Records.
51 Student certification sheets will be filed in the Office of Student Affairs.
- 52 F. The University will report any such criminal drug statute convictions of employees,
53 including student employees, where employment is funded through a federal grant or
54 contract to the agency or agencies from which that grant or contract is received within
55 ten (10) days after receiving notice from the employee or student or otherwise receiving
56 actual notice of such conviction.
- 57 G. The University will assist those employees and students seeking rehabilitation by
58 providing names, addresses, and telephone numbers of substance abuse facilities.
- 59 H. The University will present an alcohol and drug awareness program(s) to inform
60 employees and students of the following:
- 61 1. the dangers of substance and alcohol abuse in the work place;
- 62 2. the University's policy of maintaining a drug-free workplace;
- 63 3. any available drug and alcohol abuse counseling, rehabilitation, and employee
64 assistance programs;
- 65 4. the penalties that may be imposed upon employees for drug or alcohol abuse
66 violations occurring in the workplace; and
- 67 5. the penalties that may be imposed upon students receiving financial assistance for
68 drug or alcohol abuse occurring within the classroom or elsewhere on the campus.
- 69 The Office of Student Affairs will coordinate implementation of this policy.

**LSU EUNICE
SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY
STUDENT CERTIFICATION SHEET**

I hereby certify that I have received a copy of the Louisiana State University at Eunice Student Substance Abuse and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am in classes, or at any other time on campus. I understand that violation of this policy may result in disciplinary action up to and including suspension or expulsion from the University as specified by the LSUE Code of Conduct. I acknowledge my responsibility to notify the Office of Student Affairs within five (5) days if I am convicted of violating any criminal drug statute on the campus. I further realize that the University may be required by law to give notice of such conviction to federal agencies from which it receives grants or contracts, and I hereby waive any and all claims that may arise from the conveying of this information to any such federal agency.

Signature _____

Date _____

**LSU EUNICE
SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY
EMPLOYEE CERTIFICATION SHEET**

I hereby certify that I have received a copy of the Louisiana State University at Eunice Employee Substance and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am on official state business, whether on duty or on call for duty, on or off the work site. I understand that violation of this policy may result in disciplinary action up to and including termination. I acknowledge my responsibility to notify the Office of the Chancellor within five (5) days if I am convicted of violating any criminal drug statute on the campus, while on official business, or while on call for duty. I further realize that if an employee funded through a federal grant or contract is convicted, the University is required by law to give notice of such conviction to that federal agency and hereby waive any and all claims that may arise from the conveying of this information to such federal agency.

Signature _____

Date _____