

UP 34.02.01.H1.01: Drug and Alcohol Abuse and Rehabilitation Programs

Approved: October 29, 2012
Next Scheduled Review: September 2014



Procedure Statement

Texas A&M University-Texarkana (A&M-Texarkana) is fully committed to providing its employees a drug and alcohol free workplace. The procedures contained herein will assist departments in complying with System Policy 34.02, System Regulation 34.02.01, and A&M-Texarkana Rule 34.02.01.H1, and must be used in conjunction with those guidelines.

Procedures

1. REVIEW AND REPORTING REQUIREMENTS

- 1.1 The A&M-Texarkana Human Resources Office will conduct a biennial review of their drug and alcohol abuse prevention program during the month of September so as to align reporting requirements with biennial fiscal years, and submit the report to the President for approval. The review and its accompanying report will contain information on the following:
 - 1.1.1 the training programs conducted, to include copies of materials handed out and outlines of the type of program conducted, names of speakers, titles of video tape materials, etc.;
 - 1.1.2 percentages of employees trained each year, number of drug/alcohol tests conducted (if any);
 - 1.1.3 number of employees identified with drug/alcohol problems (if any), a list of any sanctions imposed on employees; and
 - 1.1.4 an overall statement of the unit's perceived effectiveness of the program
- 1.2 The biennial report and copies of all materials distributed will then be maintained by the A&M-Texarkana Human Resources Office and made available for review by the Secretary of Education, or designee, other applicable governmental agencies, and the general public if requested in accordance with System Policy 34.02, Drug and Alcohol Abuse and Rehabilitation Programs.

2. EDUCATION AND TREATMENT

A&M-Texarkana is committed to providing alcohol and drug education and treatment to its employees.

2.1 Drug-Free Awareness Training

- 2.1.1 As part of its commitment, A&M-Texarkana has established a Drug-Free Awareness Program. This program will inform employees about (1) A&M-Texarkana policy of maintaining a drug-free workplace; (2) the penalties that may be imposed upon employees for drug abuse violations; (3) the dangers of drug abuse; and (4) any available drug counseling, rehabilitation, and employee assistance programs. The information for this program is included in the A&M-Texarkana Drug and Alcohol Awareness pamphlet.
 - 2.1.2 Annually, as a part of drug-free awareness training, a copy of the A&M-Texarkana Drug and Alcohol Awareness pamphlet will be distributed to each employee. This distribution, where possible, may be done electronically. When done electronically, units will print and distribute copies of this information to those employees without access to electronic media and will report the numbers distributed to the A&M-Texarkana Human Resources Office.
 - 2.1.3 Other beneficial training may be developed by using the materials included in the A&M-Texarkana Drug and Alcohol Awareness pamphlet, or may be obtained from The Texas A&M University System, state or local government, or commercial sources. Materials available include video tapes which may benefit the employee by assisting in the identification of abuse by co-workers, friends, or immediate family members.
- 2.2 The Resources section of the A&M-Texarkana Drug and Alcohol Awareness pamphlet provides information on treatment available to employees and family members.

Related Statutes, Policies, or Requirements

System Policy 34.02, <http://policies.tamus.edu/34-02.pdf>

System Regulation 34.02.01, <http://policies.tamus.edu/34-02-01.pdf>

Texas A&M-Texarkana Rule 34.02.01.H1; Drug and Alcohol Abuse and Rehab Program

Contact Office

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