

## Texas A&M AgriLife Extension Service Rules

### 34.02.01.X1 | Drug and Alcohol Abuse and Rehabilitation Programs

Approved: April 30, 2001

Revised: August 23, 2004

June 8, 2016



Next Scheduled Review: June 8, 2021

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#### **RULE STATEMENT**

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Texas A&M AgriLife Extension Service (AgriLife Extension) fully promotes, and is committed to a drug and alcohol free workplace. AgriLife Extension units will comply with The Texas A&M University System (A&M System) policies and regulations, and this rule.

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#### **REASON FOR RULE**

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This rule is required by A&M System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*, and in conjunction with AgriLife Extension Procedure 34.02.01.X1.01, *Drug and Alcohol Abuse and Rehabilitation Programs*, provides the guidelines to ensure compliance with A&M System policies and regulations.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 TEXAS A&M AGRILIFE (AGRILIFE) HUMAN RESOURCES

The AgriLife Chief Human Resources Officer, or designee, will be notified by the administrative head of the unit of possible violations of the A&M System policy, regulation, or this rule, and advice will be secured **PRIOR** to taking any action with regard to testing. AgriLife Human Resources will obtain the advice of the A&M System General Counsel prior to any action being taken.

##### 2.0 DISCIPLINARY ACTION

Disciplinary action will be pursued vigorously against employees who violate the A&M System policy, regulation, or this rule. A record of the action taken will be placed in the employee's personnel file. Disciplinary actions include—but are not limited to—termination of employment, or requiring the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program

##### 3.0 TESTING PROCEDURES

All testing will follow the procedures described in System Regulation 34.02.01.

##### 4.0 REPORTING

4.1 As a condition of continued employment, employees must report any criminal drug statute conviction for a violation occurring in the workplace or on AgriLife Extension business to the administrative head of the unit through their supervisor no later than five days after such conviction. The administrative head of the unit shall report such conviction to the Director no later than two days after notification from the employee.

4.2 In the case of an employee who is directly engaged in the performance of work on a federal contract or grant, the Director must notify the contracting federal agency within 10 days after receiving notice from an administrative head or otherwise receiving actual notice of such conviction. In either case, AgriLife Extension will take appropriate disciplinary action within 30 days.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[A&M System Policy 34.02](#), *Drug and Alcohol Abuse*

[A&M System Regulation 34.02.01](#), *Drug and Alcohol Abuse and Rehabilitation Programs*

[AgriLife Extension Procedure 34.02.01.X1.01](#), *Drug and Alcohol Abuse and Rehabilitation Programs*

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**CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.