

Texas A&M AgriLife Extension Service Rules

34.02.01.X1 | Drug and Alcohol Abuse and Rehabilitation Programs

Revised: July 22, 2019

Next Scheduled Review: July 22, 2024



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RULE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) promotes and is committed to providing its employees a drug and alcohol-free workplace in accordance with The Texas A&M University System (A&M System) policies and regulations and this rule.

This rule is required by A&M System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*.

PROCEDURES AND RESPONSIBILITIES

1.0 NOTIFICATION TO 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 any employee drug or alcohol testing. AgriLife Human Resources will obtain advice from the A&M System Office of General Counsel (OGC) before any action is taken.

2.0 EDUCATION AND EMPLOYEE ASSISTANCE

2.1 AgriLife Extension is committed to providing alcohol and drug-free awareness education and treatment resources to its employees.

2.2 Alcohol and Drug-Free Awareness Information

- A. As part of its commitment, AgriLife Extension has established an Alcohol and Drug-Free Awareness Program. This program will inform employees annually about (1) AgriLife Extension's policy of maintaining an alcohol and drug-free workplace; (2) legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol; (3) health risks associated with the use of illicit drugs and abuse of alcohol; and (4) available drug counseling, treatment, rehabilitation or re-entry programs available to employees, including employee assistance programs. The information for this program is included in [AgriLife Alcohol and Drug-Free Awareness and Prevention Program Information](#).
- B. The Resources section of the *AgriLife Alcohol and Drug-Free Awareness and Prevention Program Information* provides information on treatment available to AgriLife Extension employees and family members, which includes access to an Employee Assistance Program (EAP).
- C. As part of the annual alcohol and drug-free awareness training, a copy of the *AgriLife Alcohol and Drug-Free Awareness and Prevention Program Information* and *The Texas A&M System Prevention of Alcohol Abuse and Illicit Drug Use* will be distributed to each employee. This distribution may be done electronically. For employees who do not have access to electronic media, units will print and distribute copies directly to those employees.

- D. Other beneficial training may be developed using materials included in the *AgriLife Alcohol and Drug-Free Awareness and Prevention Program Information*, or from Texas A&M University, state or local government, or commercial sources.

3.0 DISCIPLINARY ACTION

Disciplinary action or sanctions (consistent with local, state, and federal law) will be imposed on employees who violate the A&M System policy, regulation, or this rule. A record of the disciplinary action or sanctions will be placed in the employee's personnel file. Disciplinary actions and/or sanctions may include—but are not limited to—completion of an appropriate rehabilitation or assistance program, suspension or termination of employment, other disciplinary action, or referral to authorities for prosecution.

4.0 TESTING PROCEDURES

- 4.1 All alcohol and drug testing will follow the procedures in A&M System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*.
- 4.2 Drug testing of employees required to have a commercial driver's license must comply with Federal Highway Administration and Department of Transportation regulations and will be conducted in the following situations: 1) pre-employment; 2) post-accident; 3) reasonable suspicion; 4) random; and 5) return-to-duty and follow-up.

5.0 VIOLATION REPORTING REQUIREMENTS

- 5.1 As a condition of employment, employees must report any criminal drug statute conviction for a violation occurring in the workplace or while conducting AgriLife Extension business, to the administrative head of the unit, through their supervisor, no later than 5 days after the conviction. The administrative head of the unit must report the conviction to the Director no later than 2 days after notification from the employee.
- 5.2 For an employee who is directly engaged in performing 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 a conviction. In either case, AgriLife Extension will impose appropriate disciplinary actions or sanctions within 30 days.

6.0 REVIEW AND REPORTING REQUIREMENTS

- 6.1 A biennial review of the drug and alcohol abuse prevention program must be conducted to report:
 - A. the effectiveness of the program;
 - B. the consistency of sanction enforcement;
 - C. the number of drug and alcohol-related violations and fatalities that occur on AgriLife property or at AgriLife activities and reported to AgriLife officials, and the number and type of sanctions that are imposed for such reported violations and fatalities on AgriLife property or at AgriLife activities;
 - D. whether any changes are needed to the program and implementation of those changes.
- 6.2 Upon request, each item outlined above, as well as the biennial review, will be made available to the U.S. Secretary of Education or designee, other applicable governmental agencies, and the general public, if requested in accordance with A&M System Regulation 34.02.01, *Drug and Alcohol Abuse*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[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 Alcohol and Drug-Free Awareness and Prevention Program Information](#)

DEFINITIONS

Refer to A&M System Regulation, [34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#), for definitions.

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: April 30, 2001
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