

Texas A&M AgriLife Extension Service Procedures

34.02.01.X1.01 | Drug and Alcohol Abuse and Rehabilitation Programs

Approved: April 30, 2001
Revised: January 22, 2013
Reviewed: June 20, 2016



Next Scheduled Review: June 20, 2021

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) is fully committed to providing its employees a drug and alcohol free workplace. The procedures contained herein will assist units in complying with System Policy 34.02, *Drug and Alcohol Abuse*, System Regulation 34.02.01, *Drug and Alcohol Abuse and Rehabilitation Programs*, and AgriLife Extension Rule 34.02.01.X1, *Drug and Alcohol Abuse and Rehabilitation Programs*, and must be used in conjunction with those guidelines.

REASON FOR PROCEDURE

This procedure is required by System Regulation 34.02.01.

PROCEDURES AND RESPONSIBILITIES

1.0 EDUCATION AND TREATMENT

- 1.1 AgriLife Extension is committed to providing alcohol and drug education and treatment to its employees.
- 1.2 The Resources section of the *Texas A&M AgriLife (AgriLife) Alcohol and Drug-Free Awareness and Prevention Program Information* provides information on treatment available to employees and family members.
- 1.3 Drug-Free Awareness Information
 - A. As part of its commitment, AgriLife Extension has established a Drug-Free Awareness Program. This program will inform employees about (1) the AgriLife Extension 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 *Alcohol and Drug-Free Awareness and Prevention Program Information*.
 - B. Annually, as a part of drug-free awareness training, a copy of the *AgriLife Alcohol and Drug-Free Awareness and Prevention Program Information* 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 AgriLife Human Resources.
 - C. Other beneficial training may be developed by using the materials included in the *Alcohol and Drug-Free Awareness and Prevention Program Information*, or may be obtained from Texas A&M University, state or local government, or commercial sources.

2.0 REVIEW AND REPORTING REQUIREMENTS

- 2.1 Each unit will conduct a biennial review of their drug and alcohol abuse prevention so as to align reporting requirements with biennial fiscal years, and submit the report to AgriLife Human Resources. The review

and its accompanying report will contain information on the following:

- A. percentages of employees given Drug-Free Awareness information each year;
 - B. number of drug/alcohol tests conducted (if any);
 - C. number of employees identified with drug/alcohol problems (if any);
 - D. a list of any sanctions imposed on employees; and
 - E. an overall statement of the unit's perceived effectiveness of the program.
- 2.2 AgriLife Human Resources will consolidate all reports into a composite AgriLife Extension report, and submit it to the Director for approval. The biennial report and copies of all materials distributed will then be maintained by the AgriLife 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 Regulation 34.02.01, *Drug and Alcohol Abuse*

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Policy 34.02, [Drug and Alcohol Abuse](#)

System Regulation 34.02.01, [Drug and Alcohol Abuse and Rehabilitation Programs](#)

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

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

CONTACT OFFICE

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