



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Drug-free Workplace Employees

Contents

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Policy History
- V. Policy Approval

I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** The Drug-Free Workplace Act of 1988 and 41 U.S. Code § 8102 require some federal contractors and all federal grantees to provide drug-free workplaces as a condition of receiving a contract or grant from a federal agency.
- C. **Scope:** This policy applies to University employees.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Drug-free Workplace

Employees

III. Policy Statement

The unlawful manufacture, distribution, sale, dispensation, possession or use of a controlled substance in the workplace or a state-owned vehicle by employees of the University is prohibited.

As a term of employment, every University employee shall:

1. Abide by the terms of this policy statement; and
2. Notify the appropriate personnel officer of any criminal drug statute conviction for a violation occurring in the workplace or a state-owned vehicle no later than five days after such conviction.

Any employee who violates the provisions of this policy statement shall be subject to appropriate disciplinary action which may include termination. This Policy Statement shall be included in the Handbook for Professional Personnel.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 3.7 of the *MSCD Trustees Manual, 2007*.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Drug-free Workplace Employees

V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver