

December 3, 2008

**MEMORANDUM**

TO: All University of North Carolina Employees

FROM: Ann Lemmon, Associate Vice President for Human Resources

SUBJECT: The Drug-Free Work-Place Act

Illegal or abusive use of drugs or alcohol by University of North Carolina employees can adversely affect the educational environment and interfere with maximum achievement of personal, social, and educational goals.

As part of UNC's awareness of possible drug and alcohol abuse in society, policies have been adopted on the use of alcohol and drugs. Pursuant to the direction of the Board of Governors, the University of North Carolina adopted a policy on illegal drugs. A copy of this policy is provided in the new employee orientation handbook and is also available through the Human Resources website at: <http://intranet.northcarolina.edu/docs/hr/Policies/DrugAlcohol-12-08.pdf>

UNC's policy provides that all employees are responsible as citizens for knowing about and complying with the provisions of any federal or North Carolina law that makes it a crime to possess, sell, deliver, or manufacture any drug. It is imperative that you take the time to read and understand these policy statements. Violation of these policies could jeopardize your job.

As a precondition for receiving any federally funded grants or contracts, UNC is required to certify that it is providing a drug-free workplace. Any employee reporting to work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job is subject to appropriate disciplinary action. In addition to the University of North Carolina policy on illegal drugs, UNC is required to adhere to all federal policies. As a condition of employment any employee engaged under a federal grant or contract must notify UNC of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. It is extremely important that you are aware of the policies on illegal drugs and alcohol which have been implemented by the federal government and by UNC's governing body as well as being knowledgeable about the counseling and rehabilitation services available to you. Information regarding counseling and rehabilitative resources within the university is available from Human Resources and the Employee Assistance Program through UNC Health Care System.

Maintaining an alcohol and drug-free workplace will benefit us all. The university hopes that through our education and referral efforts we will be able to institute an effective means of dealing with the problem of substance abuse. Employees who are experiencing problems with substance or alcohol abuse, either themselves or through their families, are encouraged to contact resources within the university or use other resources such as family physicians, county mental health centers, and Alcoholics or Narcotics Anonymous.