



Federal Drug-Free Workplace Act of 1988  
California Drug-Free Workplace Act of 1990  
California State University Drug-Free Workplace Policy

## Table of Contents

ABOUT THE DRUG-FREE WORKPLACE ACT AND PREPARATION OF RELATED DISCLOSURES	2
DRUG-FREE WORKPLACE STATEMENT	3
EMPLOYEE DRUG-FREE AWARENESS PROGRAM	3
Dangers of drug abuse in the workplace	3
Policy of maintaining a drug-free workplace	4
Available drug counseling, rehabilitation, and employee assistance programs	4
Penalties for drug abuse violations occurring in the workplace	4
DRUG-FREE SCHOOLS AND COMMUNITIES ACT	5

San José State University (SJSU) is required to comply with both the federal Drug-Free Workplace Act and California's Drug-Free Workplace Act in order to secure contracts, grants, and other funding. These laws require that employers who receive such resour

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all SJSU workplaces.

Pursuant to [California Education Code Section 89535](#), [CSU Collective Bargaining Agreements](#)

**Employee absenteeism:** Drug abuse often leads to higher rates of absenteeism due to health issues, legal problems, or personal crises.

**Low employee morale:** Drug abuse can create a negative work environment, affecting morale, trust among employees, and team dynamics.

**Security risks:** Drug-abusing employees may compromise workplace security through theft, violence, or other illegal activities.

**Reputation damage:** Workplace drug abuse can harm the organization's reputation and credibility among various community partners and stakeholders.

Moreover, improper use of prescription or over-the-counter medications can adversely affect an employee's job performance and significantly impair their productivity. Likewise, the misuse or possession of illegal substances, such as marijuana, or the abuse of alcohol can detrimentally impact an employee's judgment, work performance, efficiency, safety, and overall health. Consequently, these behaviors undermine the employee's ability to make meaningful contributions to SJSU's mission and uphold its values.

A table outlining the general health risks associated with use and misuse of alcohol and other drugs can be viewed in SJSU's Drug and Alcohol Abuse Prevention Program [document](#).

SJSU is committed to establishing and maintaining a drug-free workplace. The university prohibits the unauthorized use of drugs or alcohol, including but not limited to the unlawful manufacture, distribution, dispensation, possession or use of alcohol or controlled substances in the workplace.

All SJSU students, faculty, staff, and visitors are subject to SJSU policies, as well as local, state, and federal laws regarding the unlawful possession, manufacturing, distribution, sale, or use of alcohol and illegal drugs. As a Title IV participating i

Employees alleged to have engaged in drug abuse violations in the workplace are subject to university administrative discipline procedures and/or referral to the appropriate authorities for legal action. Administrative disciplinary proceedings for university personnel are independent from court or other legal proceedings. Additionally, the University Police may be consulted on referral of cases for criminal prosecution. Accordingly, administrative discipline may still be instituted against an employee that is also charged in civil or criminal courts for alleged violation of laws. Potential sanctions imposed by the university may include, but are not limited to those described below. One or more sanctions may be imposed upon review and analysis of the severity of the infraction(s).

**Reprimand:** A disciplinary document detailing the infraction, expectations moving forward, and inclusion of the document in the official personnel file.

**Demotion:** A demotion is a reduction in rank or job t1fr6 (h)-4 (e (o)2 n)-4 (l)4 (6) wgsociadrleduction i1

