



## Human Resource Services

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# Memorandum

**TO:** All NMSU Employees

**FROM:** Dr. Gena Jones –Assistant Vice President, Human Resource Services *Gena W. Jones*  
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**DATE:** October 31, 2018

**SUBJECT:** Annual Notice/Drug and Alcohol Free University and Workplace

In accordance with Drug Free Workplace Act of 1988, Drug Free Schools and Communities Act per the U.S. Department of Education and Drug Free Workforce regulations per the U.S. Department of Defense New Mexico State University is providing the following information pertaining to:

- The University's policy prohibiting the unlawful manufacture, possession, use or distribution of drugs and/or alcohol on university property and in the workplace;
- The health risks associated with substance abuse, and provides information regarding some of the referral and treatment opportunities available in this geographical area, and lastly;
- Describes the potential administrative and legal consequences which may be imposed for violations.

For those of you with hiring responsibilities, please note that all employees, including temporary and occasional employees, should be provided a copy of this Memorandum and the attachment at the time of hire. Should you have any questions or require clarification, please contact the University's Employee Assistance Program (EAP) at (575) 646-6603 or HR Services Employee and Labor Relations at (575) 646-2449.

## NMSU ANNUAL DRUG-FREE WORKPLACE STATEMENT

### SECTION I: REQUIRED STANDARDS OF CONDUCT

Employees of New Mexico State University are considered a valuable asset, and their health and welfare are of serious concern. The University strives to maintain a safe and productive environment free from the influence of unlawful use of alcohol and drugs.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on its property or as part of any of its activities is prohibited. University property is defined as all lands and buildings under the control of the Board of Regents.

It is a condition of employment that employees adhere to the terms of the Drug-Free Workplace policy, including the obligation for any employee convicted of a criminal drug violation occurring in the workplace to notify their immediate supervisor within five (5) calendar days after conviction. A supervisor so informed by an employee shall inform the Human Resource Services Office, who will work with the appropriate office to notify the cognizant granting or contracting agency within ten (10) days after receiving notice of an employee's conviction.

The University's Drug and Alcohol-Free Community policy may be viewed at ARP 16.65 of the NMSU Administrative Rules and Procedures Manual, accessible on line at <https://arp.nmsu.edu/>.

## **SECTION II: ASSOCIATED HEALTH RISKS**

A chart attached to this document outlines the various health risks relating to physical and/or psychological dependence on *controlled substances* and the effects of use, overdose, and withdrawal.

*Alcohol* is also a drug, and employees need to be aware of the health risks involved in using alcohol. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in large quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. Dependence on alcohol can be psychological when the drinker uses alcohol to escape from stress. A pattern of repeated heavy drinking produces a condition in which the body needs alcohol to function, and can lead to physical dependence. A large dose consumed at once can interfere with the part of the brain that controls breathing. The respiratory failure which results can bring death. Delirium tremens, the most extreme manifestation of alcohol withdrawal, can also cause death. Pregnant women who drink, risk delivering babies stillborn or with serious abnormalities.

According to the latest data, published information from the National Highway Traffic Safety Administration (NHTSA), National Center for Statistics and Analysis, 2017 TRAFFIC SAFETY FACTS report:

- A total of 37,133 people lost their lives in motor vehicle crashes in 2017.
- 10,874 people (of the total number who lost their lives in 2017) died in alcohol-impaired driving crashes.

## **SECTION III: COUNSELING AND TREATMENT OPTIONS AVAILABLE LOCALLY; TRANSITION BACK TO WORK**

Any employee who may have a drug or alcohol problem is encouraged to obtain confidential and voluntary counseling and/or treatment. Counseling and referral services are available on campus through the Employee Assistance Program (EAP) at (575) 646-6603. You may also visit their website at <http://wellness.nmsu.edu/eap/> for more information. Self-referral to the EAP is highly recommended.

When an employee requires extended treatment and rehabilitation for a drug or alcohol problem, the counseling services on campus may arrange referral to an appropriate treatment program. Inpatient treatment facilities include: Mesilla Valley Hospital (Las Cruces) and Villa De Esperanza (Carlsbad). Outpatient treatment facilities with programs for drug and alcohol abuse include: Valle Del Sol (Grants), Golden Services Counseling Associates (Carlsbad), Alamogordo Counseling Associates, LLC (Alamogordo), Associates for Counseling and Recovery (Individual Treatment - Las Cruces). Several support groups are also available, including Alcoholics Anonymous, AL-ANON, Narcotics Anonymous, and Co-Dependents Anonymous. Additional facilities may be located through the U.S. Department of Health and Human Services by utilizing the Substance Abuse Treatment Locator at <https://findtreatment.samhsa.gov/>.

Supervisors and Human Resource Services representatives who refer or have knowledge of an employee's treatment for substance abuse should participate in the process of transition when the employee returns to the workforce. The supervisor or HR representative is advised to contact the EAP Counselor when the employee's treatment has ended to discuss what is expected of the employee in terms of job performance. At this time, the EAP Counselor will assist the employee in coordinating after care arrangements if this has not already been done.



#### **SECTION IV: ADMINISTRATIVE AND CRIMINAL SANCTIONS**

Employees who violate the drug and alcohol-free university community policy will be subject to disciplinary action up to and including termination and may also be required to participate in other clinical assessments and rehabilitation programs, if deemed appropriate under the circumstances. Employees returning to work from a treatment program, either EAP or other, must maintain an acceptable level of job performance or be subject to appropriate disciplinary action.

In addition to any administrative disciplinary sanctions that might be imposed for violations occurring on University property and/or in the workplace, the possession, use, distribution, manufacture of controlled substances or unlawful use of alcohol may result in fines, jail or prison, court and corrections fees under applicable local, state and federal law.