



THE UNIVERSITY of  
NEW ORLEANS

**Policy No:** AP-BA-09.2  
**TITLE:** Substance and Alcohol Abuse  
(Employees)  
**EFFECTIVE DATE:** April 11, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

**ADMINISTERED BY:** Office of Vice  
President for Business Affairs

#### **PURPOSE**

The purpose of this policy is to comply with federal regulations and to ensure a safe workplace.

#### **AUTHORITY**

*Part Two, Chapter II, Section XXVI of the Bylaws and Rules of the University of Louisiana System.*

#### **GENERAL POLICY**

It is the policy of the University of New Orleans that the unlawful manufacture, distribution, dispensation, use, possession, trade, or transfer of illegal drugs, the improper use of legal drugs, intoxication or impairment from consumption of alcoholic beverages, or consumption of alcoholic beverages by employees while on duty, or being under the influence of alcohol while on duty is strictly prohibited. This policy applies: during all working hours; whenever conducting business or representing the university; while on call; while on paid standby; while on university property; and at university-sponsored events. Violations of this policy shall result in disciplinary action being taken against such an employee. Disciplinary action may take the form of reprimand, suspension, demotion and/or dismissal from employment with the University of New Orleans.

#### **PROCEDURE**

As a condition of receiving federal funds, each employee to be engaged in the performance of such contract shall be given a copy of this policy. Additionally, as a condition of employment on such contract, the employee agrees to abide by the terms of this policy and to notify their department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:  
Revisions: 4/17/2017*