

**ARTICLE II: EMPLOYMENT POLICIES**  
**Section 3. Campus Environment**

**Policy 3.1: Drug Free Workplace**  
**Issued: March 1, 2001**

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In compliance with the requirements of the Federal Drug-Free Act of 1988, it is the policy of Chicago State University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in schedules I through V of section 202 of the Controlled Substances Act, 21 U.S.C. 812) by employees in the workplace is prohibited. Violations of this prohibition by employees may result in the application of sanctions, including possible required participation in an approved drug abuse assistance or rehabilitation program, and up to and including termination of employment under applicable Board of Trustee regulations, university policies, statutes, employment contracts, or collective bargaining agreements.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their duties, and endanger the safety and well-being of fellow employees, students, and others.

Therefore, the university encourages employees who are involved in the illegal use of controlled substances to seek professional advice and assistance. One source of assistance is the university's Employee Assistance Program (EAP). If job performance is adversely affected by abuse of controlled substances, an employee may be referred to the EAP. Participation in the EAP is confidential and is encouraged by the university; however, it will not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

Employees directly engaged in the work under a federal grant or contract are required, as a condition of employment under the grant or contract, to:

- a. Abide by the terms of this policy, and
- b. Notify their supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such convictions may result in the application of sanctions, as described above. The university will notify the granting or contracting federal agency within 10 days of receiving notice of a criminal drug statute conviction of any employee working on a federal grant or contract when said conviction involves a drug offense occurring in the workplace. A copy of this statement shall be given to all employees assigned to work under a federal grant or contract.

Questions concerning this policy should be addressed to the appropriate vice president.

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**Policy 3.2: Selling and Serving Alcoholic Beverages**  
**Issued: June 1, 2001**

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1. Persons under 21 years of age may not consume alcoholic beverages on University property or at University-sponsored activities.
2. Members of the University community may not serve alcoholic beverages to persons under 21 years of age on University property or at University sponsored activities, nor to anyone who appears to be inebriated. Enforcement is the specific responsibility of the person sponsoring the event. Persons in direct or indirect violation may be held liable in cases of litigation.
3. Members of the University community may not sell alcoholic beverages on University property or at University-sponsored activities.
4. Members of the University community may neither purchase alcoholic beverages utilizing local or state funds nor be reimbursed with local or state funds for the purchase of alcoholic beverages. Further, no University funds may be used to support an activity or event which has as its primary purpose the consuming of alcoholic beverages.
5. Alcoholic beverages may not be sold, but may be consumed in designated areas at functions which are approved by the President or appropriate Vice President and which are attended by specific invitees of the President or appropriate Vice President or designee. The designated area is:

Robinson University Center

Other designated areas may be approved by the President or appropriate Vice President.

It is the responsibility of the person sponsoring the function to ensure that appropriate measures will be taken to avoid violation of University policy and Illinois State Statutes.

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**Policy 3.3: Tobacco-Free Policy**  
**Issued: June 1, 2001**

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The use of tobacco products is prohibited in all indoor University facilities, owned or leased, in University owned vehicles, except where designated, and is in violation of the Illinois Clean Indoor Air Act.

If you are lighting up in any area other than those designated as “smoking area”, you are not only being inconsiderate of your colleagues, you are also breaking the law. I emphasize that smoking in non-designated areas can not be accommodated. If one is caught committing the aforementioned offenses, consequences could be levied which may result in termination.

Public Act 86-1018 states that, “no person shall smoke in a public place except in that portion of a public place which may be established and posted under Section 5 as a smoking area”.

I call on all supervisors to assure compliance in two ways.

1. By themselves observing the regulations.
2. By insisting that their staffs refrain from smoking except in designated areas, or outside the buildings.

I am requesting the cooperation of everyone on campus to make our buildings smoke-free as required by law.