



**Office of Legal Affairs**

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**MEMORANDUM**

**TO:** All University Faculty, Staff, and Students

**FROM:** Jesh Humphrey  
Vice Chancellor for Institutional Integrity and General Counsel

**DATE:** January 4, 2018

**SUBJECT:** Compliance with the Drug-Free Schools and Communities Act & the Drug-Free Workplace Act

It is the responsibility of all students, faculty, and staff to conduct themselves in a way that contributes to an environment free of illegal drug use and abuse of alcohol. Illegal or abusive use of drugs or alcohol by members of the University community adversely affects the educational environment and interferes with achievement of personal, social, and educational goals.

To address the awareness needs of students, faculty, and staff with regard to the use of illegal drugs and alcohol abuse, and consistent with guidance from the UNC Board of Governors, UNC Charlotte has established University Policy 711, "Program to Prevent Use of Illegal Drugs and Alcohol Abuse." A copy of this policy is available online at <http://legal.uncc.edu/policies/up-711> and in the office of your Dean or Department Chair, Human Resources, and Student Affairs, as well as in the new employee orientation packet and [Undergraduate](#) and [Graduate](#) Catalogs.

University Policy 711 provides that all students, faculty members, administrators, and staff at UNC Charlotte are responsible as citizens and members of the University community for knowing about and complying with the provisions of federal or North Carolina law governing possession, sale, delivery, manufacture, or use of any controlled substance. It is imperative that you take the time to read and understand this policy. Violation of this policy will jeopardize your job and/or your status as a student at the University.

To be eligible for federally-funded grants or contracts, UNC Charlotte must certify to the federal government 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 disciplinary action. As a condition of employment, any faculty, staff, or student employee must notify the University of any criminal drug conviction for a violation occurring in the workplace no later than one day after such conviction. See [University Policy 711, "Program to Prevent Use of Illegal Drugs and Alcohol Abuse,"](#) [University Policy 101.23, "Employment-Related Background Checks and Criminal Activity Reporting,"](#) and [Personnel Information Memorandum \(PIM\) 18](#) for more information.

Faculty, staff, and students should also be aware of the counseling and rehabilitation services available through the University. Information regarding University counseling and rehabilitative resources is available from the [Student Health Center](#), [Human Resources](#), and the [Employee Assistance Program](#).

Maintaining an alcohol-free and drug-free workplace benefits everyone in the University community. Through the University's education and referral efforts, our goal is to institute an effective means of addressing the problem of substance abuse. Persons who are experiencing problems with substance or alcohol abuse, either individually or within their families, are encouraged to contact resources within the University or use other resources such as family physicians, county mental health centers, and Alcoholics Anonymous or Narcotics Anonymous.