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From: **Therese Callaghan** <therese.callaghan@uni.edu>
Date: Fri, Dec 20, 2013 at 8:53 AM
Subject: Re: Annual Drug-Free Schools and Campuses Regulations
To: Therese Callaghan <therese.callaghan@uni.edu>

In correction to my previous e-mail, our current Employee Assistance Program (EAP) Provider is [Employee and Family Resources](#). To utilize services please contact [1-800-327-4692](tel:1-800-327-4692). For additional information and summary of services please visit our [EAP website](#).

Happy Holidays!

Therese

On Fri, Dec 20, 2013 at 8:20 AM, Therese Callaghan <therese.callaghan@uni.edu> wrote:
The following information is being provided to comply with the Federal Drug-Free Schools and Campus Regulations. If you have questions, please contact Therese Callaghan, Employee Disability & Leave Coordinator at therese.callaghan@uni.edu or 273-6164.

To view the Drug-Free Workplace online please view: <http://www.uni.edu/policies/413>

For a Drug & Alcohol Free Workplace brochure please visit: http://www.vpaf.uni.edu/hrs/benefits/disability/documents/drugs_alcohol_policy_brochure.pdf

4.13 Drugs and Alcohol

Purpose: This policy is intended to serve in maintaining the health and safety of the University's faculty, staff, students, and visitors, in addition to providing the practice and procedure for managing issues regarding drug and alcohol abuse in the workplace and on campus.

Policy Statement:

It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students on property owned or leased by the University of Northern Iowa or in conjunction with a University-sponsored activity is prohibited. See also UNI policy 13.18 Alcohol and Drugs.

In accordance with the Drug-Free Workplace Act of 1988, employees must report any conviction under a criminal drug statute for a violation occurring while conducting official business on or off University premises, within 5 days of the conviction to the department head. The department head may consult with the Director of Human Resources. See also Personal Conduct Rules.

Procedure:

Employees

All employees are expected and required to report to work in an appropriate condition to carry out their responsibilities. In particular:

1. While performing work for the University, operating any University vehicle, or conducting University

business, faculty and staff are prohibited from using, being under the influence of, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia). Any illegal drugs or drug paraphernalia found on University property will be turned over to University Police and may result in criminal prosecution.

2. Employees are prohibited from being impaired or under the influence of legal drugs and/or alcohol, including prescription medication, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or creates an unnecessary risk for the University. If taking necessary medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with his/her supervisor to evaluate temporary job modification/re-assignment during the course of the treatment.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination and/or referral for prosecution. Employee policy violations shall be addressed by the supervisor, in conjunction with the Director of Human Resource Services and/or the Associate Provost for Faculty Affairs. See also employee handbooks: Merit, P&S, and the Faculty Resource Guide.

Students

Students who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action in accordance with the policies and procedures outlined in the Student Conduct Code. The Dean of Students or a student conduct administrator will determine if the student is responsible for violating this policy and will impose appropriate sanctions. Sanctions may include warning, probation, suspension, expulsion, and other discretionary sanctions. See also Student Conduct Code.

Employee Assistance Program

Drug and alcohol abuse can lead to adverse health effects, legal ramifications, and may negatively impact work performance. The University offers an Employee Assistance Program designed to assist UNI employees and their families with problems affecting personal relationships, health, and work performance. All services are confidential. For more information on the Employee Assistance Program contact Human Resource Services.

Student Assistance & Resources

Substance Abuse Services

University Health Services

101 Wellness and Recreation Center, [\(319\) 273-3423](tel:3192733423)

Preventative and supportive services for students concerning alcohol and other drug use.

Counseling Center,

University Health Services

103 Student Health Center, [\(319\) 273-2676](tel:3192732676)

Individual counseling, consultations and referrals. Student Health Clinic,

University Health Services

16 Student Health Center, [\(319\) 273-2009](tel:3192732009)

Consultation and referrals for substance abuse-related problems.

UNI Police,

30 Gilchrist Hall, [\(319\) 273-2712](tel:3192732712)

UNI Police are committed to providing a safe campus environment. Local Hospitals

All local hospitals provide 24-hour emergency medical services

Sartori Hospital

515 College St.

Cedar Falls, IA 50613
[\(319\) 268-3090](tel:3192683090)

Allen Hospital
1825 Logan Avenue
Waterloo, IA 50703
[\(319\) 235-3697](tel:3192353697)

Covenant Medical Center
3421 West 9th St
Waterloo, IA 50702
[\(319\) 272-7050](tel:3192727050)

The University's contact for any question regarding this policy for Students is the Substance Abuse Services Coordinator, telephone [\(319\) 273-3423](tel:3192733423). The University's contact for any question regarding this policy for Employees is the Employee Disability and Leave Coordinator, telephone [\(319\) 273-6164](tel:3192736164). Information can also be found on the Human Resource Services web page, and the Wellness web page.

Human Resource Services, approved April 22, 2009. President's Cabinet, approved October 15, 2009.

ADDITIONAL EMPLOYEE RESOURCES

Allen Employee Assistance Program (EAP) 235-3550
Allen Hospital (5th Floor)
1825 Logan Avenue
Waterloo, IA

The Allen EAP assists UNI employees and their families with personal problems. An initial assessment/referral and up to 6 counseling sessions per problem are provided free of charge. All services are confidential.

Pathways Behavioral Services 235-6571
Substance abuse evaluations; individual and group counseling; residential treatment; and prevention services.

Covenant Medical Center Horizons Unit 272-2873
Substance abuse evaluations, treatment referrals, detoxification services, chemical dependency outpatient and inpatient treatment programs for adults and adolescents, and relapse prevention and continuing care programs.

Alcoholics Anonymous (AA) Hotline 291-3627
AA is a group of men and women who share their experiences, strength and hope to help one another recover from alcoholism. There are no fees and the only requirement for attendance is a desire to stop drinking. Call for local meeting times and places.

Al-Anon Hotline [800-344-2666](tel:8003442666)
Al-Anon is a support group for family members and friends of alcoholics—a group where they receive support in coping with the addiction. The hotline provides callers with local meeting times and places.

Narcotics Anonymous (NA) Hotline 291-8803
NA is a group of recovering addicts who live without the use of drugs. There are no fees for meeting attendance. The hotline provides information regarding local meeting times and places.

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Therese Callaghan

Employee Health and Well-being Coordinator

Human Resource Services

University of Northern Iowa

027 Gilchrist

Cedar Falls, IA 50614-0034

[\(319\) 273-6164](tel:3192736164)

For deaf or hard-of-hearing use Relay 711

Fax: [319-273-2927](tel:3192732927)

Web: <http://www.uni.edu/hrs>

“The mission of the UNI Employee Well-being Program is to enhance the health and well-being of UNI faculty and staff through holistic programs and initiatives that support a healthy lifestyle and creates a healthy environment in which to live and work. We are committed to providing diverse programs that strengthen and encourage habits of well-being and support a sense of community on campus.”

----- Forwarded message -----

From: **Leah Gutknecht** <leah.gutknecht@uni.edu>

Date: Thu, Sep 11, 2014 at 9:32 AM

Subject: Annual Policy Notifications

To: annual-policy-notifications@uni.edu

Dear UNI Employee,

As we embark on a new and exciting year at UNI, please allow this memo to serve as a reminder that we have several University policies that are important to maintaining a positive environment for all members of our University community. A number of federal laws require the University to disseminate certain policies to faculty and staff on an annual basis. Please review the information below, familiarize yourself with these important policies, and bookmark the websites for future reference. Note that these policies are updated as needed; current versions are maintained on the University Policy (www.uni.edu/policies) web site.

NEWLY REVISED: Discrimination, Harassment, and Sexual Misconduct Policy (www.uni.edu/policies/1302)

The University is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, sexual misconduct, and retaliation under this policy. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff.

Reporting Responsibilities: **All University employees** who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation **are required to promptly report** to the Title IX Officer or a Title IX Deputy Coordinator. (See full policy for additional information.)

Please note: This policy now incorporates the former Student Sexual Misconduct Policy (3.15). Online educational programs related to this policy will be available later this month. Refer to uni.edu/safety for additional information on resources and reporting options, including on-line reporting.

Accommodations of Disabilities Policy (www.uni.edu/policies/1315)

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.

Affirmative Action Policy (www.uni.edu/policies/1301)

The University is committed to a policy of equal opportunity in employment, retention, and advancement of employees without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law, except in rare instances where sex may be a bona fide occupational requirement of the applicant, and to a policy of affirmative action for protected classes. Affirmative action entails special efforts by the University community to recruit and hire protected class members throughout the University, proportionate to their availability in the relative labor market. These policies apply to all positions in the University.

Equal Opportunity and Non-Discrimination Statement (www.uni.edu/policies/1303)

The United States Department of Education's Office for Civil Rights (OCR) requires that a notice of nondiscrimination be prominently displayed in any publications used in connection with recruitment of students or employees. Please note that this applies to electronic formats as well. Refer to the policy to view the University's approved statement.

Dear Colleague Letters (DCLs)

Occasionally, the federal Office for Civil Rights (OCR) issues letters as reminders and/or guidance addressing specific types of discrimination and harassment. Relevant DCLs are posted to the [OCER web site](#).

The following information is being provided to comply with the Federal Drug-Free Schools and Campus Regulations.

Drug-Free Workplace and Schools Policy (www.uni.edu/policies/413)

It is the policy of the University of Northern Iowa and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

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Additional information and resources can be found

at: http://www.uni.edu/hrs/sites/uni.edu/hrs/files/mybenefits/drugs_alcohol_policy_brochure.pdf. If you have questions, please contact Therese Callaghan, Employee Health and Well-being Coordinator, at therese.callaghan@uni.edu or 273.6164.

Thank you in advance for acquainting yourself with the information provided and for helping to make our campus welcoming to everyone.

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Leah Gutknecht
Assistant to the President
Title IX Officer
Office of Compliance and Equity Management
University of Northern Iowa
117 Gilchrist
Cedar Falls IA 50614-0028
[319.273.2846](tel:319.273.2846)