



Office of Human Resources – Employee Relations

October 1, 2021

RE: Mandatory Drug and Alcohol-Free Workplace Awareness Program Training - Due November 1, 2021

Dear Colleague,

WesternU is committed to maintaining the highest standards of personal and professional integrity on our campuses. As part of this commitment, WesternU has had a longstanding dedication and commitment to prevent and address substance-abuse in the workplace. Our excellence demands high levels of individual responsibility and a steadfast commitment to maintain a safe and productive campus environment. I urge each you to help assure our campus is free of substance abuse and dependence.

The harmful effects of substance abuse – health problems, difficulties, and complications in personal and work relationships, decreased productivity, as well as workplace accidents – can diminish the quality of our campus life and the educational experience of our students.

Alcohol and drug dependence are treatable. WesternU offers confidential programs and services through our Employee Assistance Program (EAP) and our medical insurance plans, both Kaiser or Blue Shield, for those who may be challenged with substance-abuse. I encourage anyone in need of support to utilize the resources available to them. To learn more about prevention and treatment of such problems, refer to the EAP site for additional information (contact numbers listed below).

As part of our commitment to maintain a campus free of substance abuse, WesternU has adopted policies which prohibit unlawful manufacture, sale, distribution, possession, or use of controlled substances on University property or at official functions, on or off campus. Use of alcohol on campus or at University sponsored events, without the express written approval of the Provost is likewise prohibited. Employees found in violation of these policies (including student employees if circumstances warrant) will be subject to corrective action, up to and including dismissal, under applicable university policies, or at the discretion of the University may be required to participate in and satisfactorily complete an employee support program. Referral for criminal sanctions may be made consistent with local, state, and federal law. These actions will be imposed on a case-by-case basis considering multiple factors including but not limited to: the severity and type of conduct, whether the conduct is repeated or isolated, the length of time between incidents (if recurring), and the workplace impact of the behavior. Disciplinary and other corrective actions vary greatly depending on the context, seriousness of the behavior employee health needs, and type of job role. Some examples include:

- Referral to appropriate rehabilitation program
- Referral to fitness for duty examination
- Verbal warning/counseling
- Written warning
- Paid or Unpaid Leave of Absence
- Suspension
- Termination



The discipline of learning. The art of caring.

Given the impact of Drug and Alcohol violations for individuals and the workplace as a whole, it behooves each of us to take this issue very seriously.

Under state and federal law, a copy of this official notice of the Substance Abuse in the Workplace communication must be made available to every WesternU academic and staff employee. Failure by the University to provide this notice may result in the loss of eligibility for federal funds, including contract and grant funding as well as student financial aid.

Support Resources

WesternU's Accommodation Resources – Office of Human Resources (OHR), located in Anderson Tower, provides assistance with accommodations. Should any employee need to request reasonable accommodations or services due to alcoholism/drug addiction, please contact OHR at 909-706-3751 (HR Main Line) or Mariela Diaz, Leave of Absence Specialist, at marieladiaz@westernu.edu.

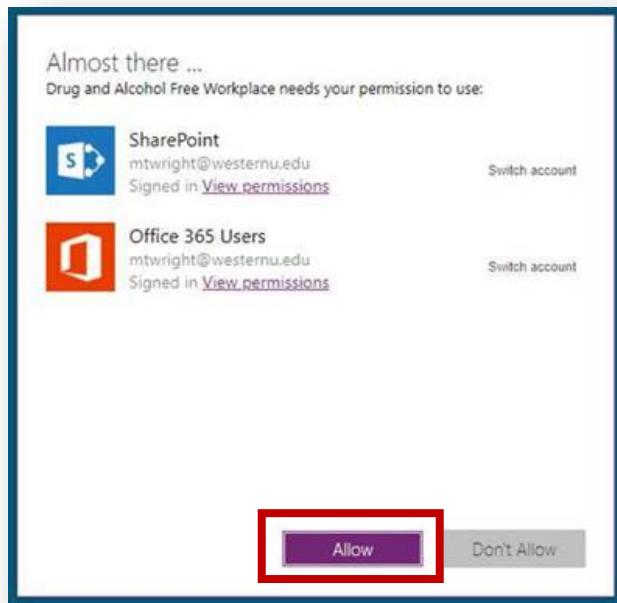
Please contact the following offices for further information regarding University policies and the Employee Assistance Program (EAP):

- Kaiser CA HMO/HRA: (800) 464-4000
- Kaiser OR HMO: (503) 813-2000 (Portland Area) or (800) 813-2000 (All Other Areas)
- Blue Shield CA HMO- Access+: (888) 256-1915
- Blue Shield CA HMO Trio: (888) 829-3566
- Blue Shield CA PPO : (888) 599- 2650
- EAP - Optum (800) 234-5465 or www.liveandworkwell.com (On the "Access Anonymously" box, log on with the access code: **westernu**)
- EAP - Unum (800) 854-1446 or www.unum.com/lifebalance
- Human Resources Employee Relations 909- 469-5372 or employeerelations@westernu.edu

Questions about Benefits information can be directed to Mai Temkin, Senior Benefits Specialist, at 909.706.3816 or mtemkin@westernu.edu.

Required Training

As a WesternU employee, you are asked to complete a fifteen-minute training program within the next 30 days, **and no later than November 1, 2021**. To access the training program, please click on the "Allow" button when you see the prompt below:



Thank you for your support and cooperation in maintaining a workplace that is drug and alcohol free and keeping WesternU compliant with federal training requirements.

Sincerely,

Valyncia C. Raphael-W

Dr. Valyncia C. Raphael-Woodward,
Director, Employee Relations and Title IX Coordinator
Office of Human Resources