



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

William O. McCoy  
Interim Chancellor

July 1, 2000

103 South Building  
Campus Box 9100  
Chapel Hill, NC 27599-9100  
(919) 962-1365 Fax (919) 962-1647  
william\_mccoy@unc.edu

MEMORANDUM

TO: Deans, Directors, and Department Chairs  
FROM: William O. McCoy *WOM*  
SUBJECT: Request for Data on Drug- and Alcohol-Related Personnel Actions/  
Drug-Free Workplace Notification Procedures

Annually each University in the UNC system must report drug-related personnel actions to the Board of Governors. The federal Drug-Free Schools Act requires that institutions also report alcohol-related personnel actions. You have previously been asked to keep track of the necessary information on an annual basis. I am writing to ask you to send the following data, for the period July 1, 1999 through June 30, 2000, to Mary P. Sechriest, Associate University Counsel, CB #9150, 01 South Building, by Friday, July 21:

**Drug-Related Personnel Actions:** Please furnish the following information separately for each incident involving an employee in your unit:

1. The illegal substance(s) involved and the exact nature of the charges or violation of the Policy on Illegal Drugs;
2. The outcome in each case, including whether campus sanctions were imposed (oral warning through more formal proceedings);
3. Whether the individual was referred for drug assessment and/or counseling; and
4. Whether this was a second or subsequent illegal drug offense.

**Alcohol-Related Personnel Actions:** Please furnish the following information separately for each case:

1. The exact nature of the charges (being intoxicated on the job, sale of alcohol on University property, etc.);
2. The outcome in each case, including whether campus sanctions were imposed (oral warning through more formal procedures; and
3. Whether the individual was referred for alcohol assessment and/or counseling.

Under the federal **Drug-Free Workplace Act**, as a condition of employment, every faculty, staff, or student employee who is engaged in the performance of a federal grant or contract must abide by the University's drug policy, and, if s/he is convicted of a criminal drug violation in the workplace, s/he must report it to her/his dean, director, or department chair within five days of the conviction.

Because the University must report such convictions to the appropriate federal agencies within ten days, if you receive such a report or if you learn that one of your employees who is working on a federal grant or contract has been convicted of a drug violation in the workplace, you must report it immediately, in writing, to Susan Ehringhaus, CB#9100, 103 South Building, or to Mary Sechriest, CB #9150, 01 South Building. Your report should include the employee's position title, the University account number from which the employee is paid, and the ID number and Principal Investigator for each grant under which the employee was working.

***If you have had no drug- or alcohol-related personnel actions, please note your department name, sign and date below, and return this memorandum to CB #9150.***

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date