



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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Executive Order ADM. 16-03

Sept. 29, 2016

TO THE ENTIRE UNIVERSITY COMMUNITY UCB INDEPENDENT CONTRACTOR

POLICY AND PROCESS FOR DISCLOSURE OF THE INSTITUTIONAL REGULATIONS ON DRUGS, ALCOHOL, TOBACCO

Introduction

Universidad Central de Bayamón promotes in the university community a safe and healthy environment that promotes the full realization and achievement of our mission and vision as a humanistic, Dominican and Catholic institution. UCB, in accordance with federal and state laws, prohibits the manufacture, possession, consumption, sale and distribution of drugs on the premises of the University, and in any institutional activity outside the campus.

Legal base

The policy on Drugs, Alcohol and Tobacco is adopted in accordance with the Public Laws of the Congress of the United States of America, Number 100-690, of November 18, 1988, and number 101-226, of December 12, 1989; "The Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department's General Administrative Regulations; Puerto Rico Controlled Substances Act, Number 4, June 23, 1971; And Non-Smoking Law, No. 40 of August 3, 1993.

Scope

All students, administrative employees, faculty and independent contractors offering services to UCB shall be responsible for observing the rules set forth in the UCB Regulation on Drugs, Alcohol, and Tobacco which is attached as part of this policy.

Purpose

The policy and procedure on Drugs, Alcohol and Tobacco has been adopted by the UCB with the purpose of establishing a disclosure date for all students and prospective employees, new and active, our regulations prohibiting the use of illicit drugs, misuse of legal drugs, consumption of alcoholic beverages and smoking in places not allowed by state law or the institution. In addition, it prohibits individuals under the influence of alcoholic beverages from attending the workplace and classrooms.

DISCLOSURE PROCEDURE

Universidad Central de Bayamón in compliance with the DFSA that establishes that every university institution must disclose information annually related to the Regulation on: Drugs, Alcohol and Tobacco establishes the following calendar:

- Students and Active Employees - On or before October 1 of each year, they will receive the Institutional Disclosure Documents or the Annual Disclosure Report, as applicable, with information relevant to the Drug, Alcohol and Tobacco Regulations.
- New Students and Employees - In the Initial Orientation, every employee and new student will receive the Institutional Disclosure Documents or the Annual Disclosure Report, as applicable, with information relevant to the Drug, Alcohol and Tobacco Regulations. It is distributed on a CD with an acknowledgment of receipt.
- Prospective Students - Any person who is interested in studying at UCB and requests information related to offers, financial aid, among others, will be considered a prospective student. The printed information material includes the statement "For more information about the UCB please access Disclosure of Institutional Documents.
- Prospective Employees - Any person attending a job interview is considered a prospective employee. Every prospective employee will receive the Annual Disclosure Report where relevant information is found in the Drug, Alcohol and Tobacco Regulations. It is distributed in printed format with an acknowledgment of receipt.

Any student or employee requesting a hard copy of the documents in the Annual Disclosure Report or the Institutional Disclosure Documents may request it at the Office of Student Affairs or Human Resources Office

Effective:

This policy shall take effect immediately and supersedes any other guidelines, rules, policies or procedures that are in contrast to the provisions herein.

Approved:


Lillian Negrón-Colón, Ph. D.
President

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