



UNIVERSITY of HAWAII®  
SYSTEM

**OFFICIAL NOTICE TO EMPLOYEES AND STUDENTS  
REGARDING DRUG-FREE AND ALCOHOL-FREE  
WORKPLACE POLICIES**

**October 1, 2018**

This official notice is issued pursuant to the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

**A. UNIVERSITY POLICY ON ILLEGAL DRUGS AND ALCOHOL ABUSE**

The University expects its employees and students to carry out their responsibilities free of intoxication by any illegal drugs or alcohol. Employees and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research and recreational programs. The University expects lawful behavior by employees and students, during their presence on University premises and at University events. Within the constraints of its mission, the University encourages cooperation with law enforcement agencies in enforcing statutes regarding the use of illegal drugs.

The UH Executive Policy [EP 11.201](#) recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Employees and students with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University has the Employee Assistance Program (EAP) where employees may receive confidential, short-term professional counseling services in accordance with the EAP plan. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

**Additional Requirements for Employees Engaged in Federal Contracts and Grants**

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that University employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment. In addition, such employees shall notify the University within five (5) days of any conviction for a criminal drug statute offense occurring in the workplace. The University is required to notify the federal agency within 10 days of receiving notice of such conviction. In accordance with [EP 11.201](#), the University shall take appropriate corrective action or require the employees to satisfactorily participate in a drug abuse or rehabilitation program.

## **B. THE UH SYSTEMWIDE STUDENT CONDUCT CODE**

Sanctions which may be imposed on violators of the alcohol and drug-related sections of the UH Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. The UH Student Conduct Code may be found in the UH Executive Policy, [EP 7.208](#). Individual UH campuses have detailed procedures on the implementation of the UH Student Conduct Code.

The code includes the following prohibitions:

“Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.” UH Executive Policy [EP 7.208](#), Part III(C)(2)(l)

“Public intoxication is expressly prohibited. Use, possession, manufacturing or distribution of alcoholic beverages by any person under 21 years of age is expressly prohibited.” UH Executive Policy [EP 7.208](#), Part III(C)(2)(m)

## **C. EMPLOYEE DISCIPLINARY ACTION**

"The sanctions for employees in bargaining units 1 and 10 will be in accordance with the drug and alcohol testing provisions contained within the collective bargaining agreements. For all other employees, progressive discipline will be in accordance with the employee's applicable collective bargaining agreement; possible sanctions may include disciplinary action ranging from reprimand to termination, and may include suspension without pay, disciplinary reassignment, disciplinary transfer, and demotion.

## **D. LEGAL SANCTIONS**

There are numerous federal, state, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. For federal trafficking penalties relating to marijuana and other drugs, refer to page 30 of the [Drugs of Abuse Resource Guide](#) on the United States Drug Enforcement Administration website.

### **HIGHLIGHTS OF HAWAII LAWS**

Under the Hawai'i Penal Code, crimes are of 3 grades according to their seriousness: felonies, misdemeanors and petty misdemeanors.

- Class A felony: fine not exceeding \$50,000 and/or an indeterminate term of imprisonment of 20 years without possibility of suspension of sentence or probation.
- Class B felony: fine not exceeding \$25,000 and/or imprisonment of not more than 10 years.
- Class C felony: fine not exceeding \$10,000 and/or imprisonment of not more than 5 years.
- Misdemeanor: fine not exceeding \$2,000 and/or imprisonment of not more than 1 year.
- Petty misdemeanor: fine not exceeding \$1,000 and/or imprisonment of not more than 30 days. §706-640,659,660,663, H.R.S.

In addition, promoting (possessing, distributing and manufacturing) drugs (including marijuana) and intoxicating compounds can result in a Class A, B or C felony, misdemeanor or petty misdemeanor. §712-1241-1250, H.R.S.

Consuming or possessing intoxicating liquor while operating a motor vehicle or moped is fined not more than \$2,000 or imprisonment of not more than 30 days, or both. §291-3.1, H.R.S.

Consuming or possessing intoxicating liquor while a passenger in a motor vehicle is a petty misdemeanor. §291-3.2, H.R.S.

A person commits the offense of promoting intoxicating compounds if the person knowingly breathes, inhales or drinks any intoxicating compound or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental processes; or sells, offers, delivers or gives to any person under 18 years of age, unless upon written order of such person's parent or guardian, any intoxicating compound or any substance which will induce an intoxicated condition when the seller, offeror or deliveror knows or has reason to know that such compound is intended for use to induce such condition. This offense is a misdemeanor. §712-1250, H.R.S.

A person commits the offense of promoting intoxicating liquor to a person under the age of 21 if the person recklessly sells, offers, influences the sale, serves, delivers or gives a person under the age of 21 intoxicating liquor; or permits a person under the age of 21 to possess intoxicating liquor while on property under his control. This offense is a misdemeanor. §712-1250.5, H.R.S.

#### **D. HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE**

The University encourages employees and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct pharmacological effects of substances on the body influence every organ, particularly the brain, liver and cardiovascular system. Death and injury from drug-related accidents, suicide and homicide are some of the indirect health effects. It is estimated by the National Institute of Alcohol Abuse and Alcoholism that annually 88,000 people in the U.S. die from alcohol-related problems alone. Physical effects may be immediate and acute, as in drug overdose, or long-term and chronic, as in alcohol-related liver disease or neurological impairment. For possible effects associated with controlled substances, refer to the [Drug Facts](#) at the United States Drug Enforcement Administration website.

#### **E. DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS**

The University of Hawai'i encourages employees and students to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact their campus Vice Chancellor for Students for assistance regarding counseling and treatment referral services. Employees may contact their supervisors for assistance and referral services. The State Department of Health has contacts with numerous private agencies to provide a range of counseling and treatment services. See listing of assistance and treatment services.

The following is provided for information only. This is not a comprehensive list of all available programs or an endorsement of any specific program.

## O'AHU

Organization	Phone	Address (Website)
<b>Al-Anon</b>	546-5647	Honolulu Location(s) ( <a href="http://al-anonhawaii.org">http://al-anonhawaii.org</a> )
<b>Alcoholics Anonymous (AA)</b>	946-1438	O'ahu-Central Office, 1188 Bishop St. Suite 3406, Honolulu, HI 96813 ( <a href="http://www.oahucentraloffice.com">http://www.oahucentraloffice.com</a> )
<b>Aloha United Way 211</b>	536-1951	200 N. Vineyard Blvd, Suite 700, Honolulu, HI 96817 ( <a href="http://www.auw211.org">http://www.auw211.org</a> )
<b>Hina Mauka-O'ahu Main Facility</b>	236-2600	45-845 Po'okela Street, Kāne'ohe, HI 96744 ( <a href="http://www.hinamauka.org">http://www.hinamauka.org</a> )
<b>Hina Mauka-Waipahu Outreach Office</b>	671-6900	Waipahū Outpatient Office, 94-830 Hikomoe Street, Waipahū, HI 96797 ( <a href="http://www.hinamauka.org">http://www.hinamauka.org</a> )
<b>Kline-Welsh Behavioral Health</b>	841-2319 841-3915 842-7529	Sand Island Treatment Center, 1240 Sand Island Pkwy, Honolulu, HI 96819 ( <a href="http://www.sandisland.com">http://www.sandisland.com</a> )
<b>Kū Aloha Ola Mau</b>	538-0704	1130 N Nimitz Hwy, Suite C-302, Honolulu, HI 96817 ( <a href="http://www.kualoha.com">http://www.kualoha.com</a> )
<b>Mental Health Kōkua</b>	737-2523	1221 Kapi'olani Blvd, Suite 345, Honolulu, HI 96814 ( <a href="http://www.mentalhealthkokua.org">http://www.mentalhealthkokua.org</a> )
<b>NA Hawai'i - Narcotics Anonymous</b>	734-4357	P.O. Box 89636, Honolulu, HI 96830 ( <a href="http://www.na-hawaii.org">http://www.na-hawaii.org</a> )
<b>Po'ailani, Inc.</b>	263-3500	45-567 Pahia Road, Kaneohe, HI 96744 ( <a href="http://www.poailani.org">http://www.poailani.org</a> )
<b>The Salvation Army</b>	595-6371  732-2802	Addiction Treatment Services, 3624 Waokanaka Street, Honolulu, HI 96817  Family Treatment Services, 845 22 <sup>nd</sup> Ave, Honolulu, HI 96816 ( <a href="http://www.salvationarmyhawaii.org">http://www.salvationarmyhawaii.org</a> )
<b>University Health Services Health Promotion Program-Mānoa</b>	956-3574	Queen Lili'uokalani Center for Student Services, Rm. 313D, 2600 Campus Road, Honolulu, HI 96822 ( <a href="http://www.hawaii.edu/shs/health_promotion/adepphp">http://www.hawaii.edu/shs/health_promotion/adepphp</a> )

<b>Wai'anae Coast Comprehensive Health Center</b>	697-3300	86-260 Farrington Hwy, Wai'anae, HI 96792 ( <a href="http://www.wcchc.com">http://www.wcchc.com</a> )
<b>Wai'anae Coast Community Mental Health Center, Inc.</b>	696-4211	Hale Na'au Pono, 86-226 Farrington Hwy, Wai'anae, HI 96792 ( <a href="http://www.wccmhc.org">http://www.wccmhc.org</a> )

## HAWAII

Organization		Phone	Address (Website)
<b>Al-Anon East Hawaii Al-Anon West Hawaii</b>		935-0971	Hilo Location(s) Kailua-Kona Location(s) ( <a href="http://al-anonhawaii.org">http://al-anonhawaii.org</a> )
<b>Alcoholics Anonymous (AA)</b>		961-6133  329-1212	East Hawaii Intergroup Office Keaau Community Center, 16-186 Pili Mua Street, Keaa, HI 96749 ( <a href="http://easthawaiiiaa.org/">http://easthawaiiiaa.org/</a> )  West Hawaii Intergroup Office 74-5606 Pawai Pl, Suite 102, Kailua-Kona, HI 96740 ( <a href="http://www.westhawaiiiaa.org">http://www.westhawaiiiaa.org</a> )
<b>Big Island Substance Abuse Council</b>		969-9994	16-179 Melekahiwa Street, Kea'au, HI 96749 ( <a href="http://www.bisac.org">http://www.bisac.org</a> )
<b>Kū Aloha Ola Mau</b>		961-6822  982-9555	900 Leilani Street, Hilo, HI 96720  15-1926 Puakalo Street, Kea'au, HI 96749 ( <a href="http://www.kualoha.com">http://www.kualoha.com</a> )
<b>Lokahi Treatment Centers:</b>	Hilo Honokaa Waikoloa Kohala Kailua-Kona Pahoa	969-9292 775-7707 883-0922 889-5099 331-1175 965-5535	400 Hualani Street, Bldg 10, Suite 195B, Hilo, HI 96720 45-3544 Mamane Street, Honoka'a, HI 96727 68-1845 Waikoloa Road, 224B Waikoloa, HI 96738 54-3886 Akoni Pule Hwy, Unit 6, Kapa'au, HI 96755 76-6225 Kuakini Hwy, Suite B105, Kailua-Kona, HI 96740 15-2866 Pahoa Village Rd, Bldg E, Suite 3, Pahoa, HI 96778 ( <a href="http://www.lokahitreatmentcenters.net">http://www.lokahitreatmentcenters.net</a> )
<b>Mental Health Kookua</b>		935-7167 331-1468	East Hawaii: 208 Wainaku Ave, Hilo, HI 96720 West Hawaii: 75-166 Kalani Street, Suite 103, Kailua- Kona, HI 96740 ( <a href="http://www.mentalhealthkookua.org/">http://www.mentalhealthkookua.org/</a> )

## MAUI

Organization	Phone	Address (Website)
Al-Anon	242-0296	Wailuku Location(s) ( <a href="http://al-anonhawaii.org">http://al-anonhawaii.org</a> )
Alcoholics Anonymous (AA)	244-9673	70 Central Ave, Suite 1, Wailuku, HI 96793 ( <a href="http://www.aamaui.org">http://www.aamaui.org</a> )
Aloha House, Inc.	579-8414	200 Ike Drive, Makawao, HI 96768 ( <a href="http://www.aloha-house.org">http://www.aloha-house.org</a> )
Malama Family Recovery Ctr (Women & Children)	877-7117	388 Ano Street, Kahului, HI 96732 ( <a href="http://www.malamafamilyrecovery.org">http://www.malamafamilyrecovery.org</a> )
Mental Health Kōkua	244-7405	105 N Market Street Suite 102, Wailuku, HI 96793 ( <a href="http://www.mentalhealthkokua.org">http://www.mentalhealthkokua.org</a> )

## LĀNA'I

Organization	Phone	Address (Website)
Aloha House, Inc. Outpatient Program	565-9566	Old Dole Administration Building 730 Lāna'i Ave, Suite 127, Lāna'i City, HI 96763 ( <a href="http://www.aloha-house.org">http://www.aloha-house.org</a> )

## MOLOKA'I

Organization	Phone	Address (Website)
Ka Hale Pomaika'i, Inc.	558-8480	HC-01 Box 372 Kamehameha V. Highway, Kaunakakai, HI 96748 ( <a href="http://www.kahalepomaikai.org">http://www.kahalepomaikai.org</a> )

## KAUA'I

Organization	Phone	Address (Website)
Al-Anon	(808) 246-1116	( <a href="http://al-anonhawaii.org">http://al-anonhawaii.org</a> )
Alcoholics Anonymous (AA)	245-6677	Līhu'e Location(s) ( <a href="http://www.kauaiaa.org">http://www.kauaiaa.org</a> )
Mental Health Kōkua	632-0466	3205 Akahi Street, Līhu'e, HI 96766 ( <a href="http://www.mentalhealthkokua.org">http://www.mentalhealthkokua.org</a> )