



MEMORANDUM

TO: All UMBI Employees

FROM: Kathy DeShong
Assistant Vice President, Human Resources

SUBJECT: Executive Order 01.01.1991.16 State of
Maryland Substance Abuse Policy

Governor William Donald Schaeffer issued Executive Order 01.01.1991.16 on April 1, 1991 updating the State of Maryland's Substance Abuse Policy. The Order has been reorganized for easier reading and better understanding of the contents. There are also a number of substantive differences from the prior Order. The major differences are:

1. The definition of "Conviction" now includes probation before judgment.
2. "Employee" is defined to include volunteers and board and commission members.
3. Employees must now report controlled dangerous substance offense convictions **and** alcohol driving offense convictions.
4. *SENSITIVE* employees convicted of an off-the-job alcohol driving offense will:
 - a. On the first offense be referred to the Employee Assistance Program.
 - b. On the second offense be suspended for a minimum of 5 days and required to obtain treatment.
 - c. On the third offense be terminated.
5. *SENSITIVE* employees convicted of an on-the-job alcohol driving offense or found working under the influence of alcohol will be suspended for 15 days.
6. *NON-SENSITIVE* employees convicted of an on-the-job or off-the-job alcohol driving offense will:
 - a. On the first offense, be referred to the Employee Assistance Program.
 - b. On the second offense, be suspended for a minimum of 5 days and required to obtain treatment.
 - c. On the third offense, be terminated.

7. A *SENSITIVE* employee whose abuse of a legally prescribed drug **or** an over-the-counter drug which may impair job performance shall on the first offense be suspended for 5 days and be required to obtain treatment.

In order to implement this Policy, the Executive Order mandates that “All employees are required to acknowledge receipt of a copy of the Executive Order by returning an acknowledgement of receipt to their supervisor for insertion in the personnel file.”

Accordingly, please sign and date the bottom of this memorandum and return it with you other payroll forms to your Unit’s Business Office. **Your signature acknowledges receipt of the Executive Order only.** This acknowledgement will be placed in your personnel file.

Should you have any questions, please contact me at (410) 385-6337.

Attachment

I have received a copy of the Executive Order 01.01.1991.16, State of Maryland Substance Abuse Policy.

Print Name

Signature

Date