

Saint Joseph's College

Policy Manual

Human Resources

Section Name: The Work Environment

Section Number: 4.05

Effective Date: May 1, 2017

SUBJECT: Drug-Free Schools and Workplace

Purpose:

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees.

Eligibility:

All Employees

Policy:

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action up to, and including termination of employment.

Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.

The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.

The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.

The College shall make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

Procedure:

After learning of a criminal drug conviction from the employee or from another source, the College has 10 days to report the conviction to the Federal Agency funding any program in which the employee participates.

The College, through the President, will determine within 30 days if the charges warrant any action taking into consideration the interests of the campus community, the rights of the individual, and personnel guidelines. The action may include disciplinary action up to and including termination. It may require satisfactory participation in an approved substance abuse or rehabilitation program. If participation in a rehabilitation program is required, the College expressly reserves the right to require as a condition of continued employment the successful completion of a planned program of recovery from the identified substance abuser. This plan, which will be in writing, may stipulate that failure to fully participate in the programs or meetings required therein, or to satisfactorily complete the requirements of the plan may result in termination of employment.

The Human Resource Office maintains a list of local agencies that offer assistance from a trained professional for issues of drug dependency issues, treatment, and/or referral.

Saint Joseph's College's health insurance program has provisions for coverage of both inpatient and outpatient drug dependency and alcohol dependency treatment for both employees and dependents.

The College will provide time off, consistent with the College's Family Medical Leave policy, for employees who wish to or are required to undertake inpatient drug dependency treatment.