Policies and Procedures Manual

Title: Employee Drug and Alcohol Policy
Policy Administrator: Director Administrative Services
Effective Date: Jan-20-2009
Approved by: Vice President for Administration and Finance

Purpose:
The College of the Holy Cross fully and completely supports all federal and state laws that prohibit use of illegal drugs in the work place. Also, as a Catholic college, we are committed to maintaining a learning and working environment free from the damaging influence of drug and alcohol abuse. With this in mind, and in compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and the federal Drug-Free Schools and Communities Act of 1989, the following policies have been established.

Policy:

1.0 Prohibitions and Enforcement Procedures
The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of any drug and the possession, use or transfer of any alcoholic beverage by any employee while on College premises or while performing any job-related activity, whether on or off College premises. Employees are also prohibited from reporting to work or performing any job-related activities on or off College premises, while under the influence of or impaired by alcohol or an illegal drug.

1.1 Exception
The only exception to these prohibitions is for the moderate consumption of alcohol by off-duty employees who are attending a College function at which the College has authorized alcohol to be served.

1.2 Exhibition of Symptoms
An employee who exhibits symptoms of being under the influence of or impaired by drugs or alcohol on the job will be escorted to Health Services for a medical evaluation.

1.3 Investigations
Whenever circumstances indicate that any violation of this policy has occurred, the employee may be suspended pending investigation. If the employee is deemed impaired by drugs or alcohol at that time, transportation will be provided or arranged.
1.4 Violations
An employee who violates any provision of this policy is subject to disciplinary action, up to and including immediate dismissal. The College reserves the right to inspect desks, lockers, bags and briefcases, etc.

2.0 Definitions

For purposes of this policy:

- A "drug" is a narcotic, hallucinogen or any other substance listed on Schedules IV of the Federal Controlled Substance Act.
- An "illegal" drug is any controlled substance that cannot be obtained legally or that, although available legally (i.e., by prescription) has been obtained illegally.
- "Illegal" drugs include not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

This policy does not prohibit use or possession of drugs prescribed for the employee by a licensed physician and used in a therapeutic dosage in accordance with the physician's instructions. Employees are required, however, to disclose to the College the use of any prescribed drug that may impair the employee's ability to perform his/her job safely and effectively.

3.0 Employee Obligation

Employees are required to abide by all requirements of this policy as a condition of continued employment at the College.

3.1 Notification of Charges

In addition, an employee who is found guilty, or pleads no contest, to a charge of violating a criminal drug statute must notify the College within five (5) days of such conviction or plea. The College in turn must notify the appropriate government agency within ten (10) days.

3.2 Rehabilitation

In appropriate circumstances, the College may require an employee to successfully complete a rehabilitation program approved by the College as a condition of continued employment.

Procedures:

The College strongly encourages employees to seek assistance for problems of drug and alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling and coordination with available
community resources to address drug and alcohol abuse problems. A list of local programs is available from the Human Resource department.

In appropriate circumstances, an unpaid leave of absence may be granted to an employee to participate in a rehabilitation program. Also, the College's group health insurance plan may provide certain benefits during drug or alcohol rehabilitation. For information, consult the booklet describing benefits available under the plan.

**Forms:**

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**Related Information:**

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<th>Title</th>
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<tbody>
<tr>
<td>Employee Handbook</td>
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<tr>
<td>Dining Services – Alcohol Policy</td>
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<td>Employee Assistance Program</td>
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