



# ALMA COLLEGE

## DRUG AND ALCOHOL FREE WORKPLACE POLICY

### **PURPOSE**

Alma College is committed to providing a safe and productive work and educational environment for all members of the campus community. Alcohol and drug abuse in the workplace are significant areas of concern. The policy has been developed to provide clear guidelines to all faculty, staff and student employees regarding the use and abuse of drugs and alcohol at work.

### **POLICY STATEMENT**

It is the policy of the college to ensure that employees do not report to work in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while on duty, except at a college function where the serving of alcohol is approved; manufacture, distribute or dispense drugs; or unlawfully possess or consume any drugs which could interfere with the safe and efficient performance of their duties at a work site or while driving a vehicle on college business. Although marijuana is legal in the state of Michigan, staff, faculty, students and visitors may not possess marijuana on any Alma College property. An employee's possession of a "medical marijuana card" or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or paraphernalia on Alma property or at an Alma-sponsored activity.

### **PROCEDURES FOR ADDRESSING POLICY VIOLATIONS**

1. Employees found to be in violation of the drug-free workplace policy will face disciplinary action. The severity of the discipline will be in direct relation to the severity of the violation. Employees who are under the influence of alcohol or drugs while on duty, will be subject to a screening test for alcohol, drugs or both.
2. Employees thought to or found to be manufacturing, distributing or dispensing controlled substances while on Alma College property will be reported to the proper authorities. Any employee who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of college property will be subject to discipline up to and including termination.
3. Any Alma employee who is found to be driving under the influence of alcohol or drugs is subject to discipline up to and including termination if the offense occurred while they were driving any vehicle on university business. Employees who are authorized drivers

and who are found to be driving under the influence of alcohol or drugs may lose their authorization to drive for the college, which may result in disqualification for employment.

4. Consistent with Federal law, each employee is required to inform the college in writing within five days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on Alma College's premises. Any agency receiving federal contract or grant must notify the federal agency which authorized the contract or grant within ten days after receiving notice that an employee of the agency was convicted.

## **SUPPORT**

1. Alma College will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other policies.
2. If an employee is to be found under the influence of drugs or alcohol, while on duty, emphasis will be on rehabilitation and referral to an employee assistance program. Coordination of services will be handled through the Human Resources Office. Services may be provided through the college's employee assistance program, ComPsych Guidance Resources (1-800-327-1850) or referrals received by the Alma College Counseling and Wellness and Gratiot Integrated Health Network.
3. The Employee Assistance Program (EAP) is available for assistance to college employees and their eligible family members who may be experiencing substance abuse or alcohol related problems. Family medical leave may be used for treatments. Please contact the Human Resources Office for more information.
  - a. Employee Assistance Program – ComPsych, available 24 hours a day, 7 days a week: 800-327-1850
  - b. Federal Substance Abuse and Mental Health Services Administration: 800-662-4357 (HELP)
  - c. American Council on Alcoholism Helpline: 800-527-5344
  - d. Al-Anon: 800-344-2666
  - e. Cocaine Hotline: 866-675-4912
  - f. Mindful Therapy: 989-388-4185, 122 N. Maple St. Ithaca, MI 48847
  - g. Solutions Counseling Center: 989-779-9449, 223 E. Superior St. Suite B, Alma, MI 48801
4. The college's health insurance plan includes coverage for chemical dependency treatment. Please contact the insurance carrier for plan specific details.
5. Faculty and staff of the college may refer students for assistance through the Counseling and Wellness located in the Alma College Wilcox Center.

## **REQUIRED TESTING**

1. Employees are subject to testing when they cause or contribute to accidents that seriously damage an Alma College vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief of impairment will be presumed to arise in any instance involving a work-related accident or injury in which an employee who

was operating a motorized vehicle (including pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

2. Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Human Resources and the sector Vice President should be consulted before sending an employee for testing. Supervisors should look for the following behaviors to determine reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

## **DEFINITIONS (Appendix A)**

## **HEALTH RISKS (Appendix B)**

## **COMPLIANCE**

The college complies with the [Omnibus Anti-Drug Abuse Act of 1988](#), [Drug-Free Workplace Act of 1988](#) and the [Drug-Free School and Communities Act of 1989](#). These acts require the college, as a recipient of federal funds, to take measures to combat the use of drugs and alcohol. The Drug-free Workplace compliance officer (the Director of Human Resources), will implement this policy and will coordinate with the appropriate offices on campus to ensure adherence of the policy.

As a condition of continued employment, each employee (student, faculty or staff) will abide by the terms of this policy and will notify the Human Resources Office no later than five days after any conviction for a criminal drug statute offense or alcohol offense committed on college

property or as part of a college-sponsored program off campus. Failure to comply with these conditions will be grounds for disciplinary action.

A copy of this policy will be distributed to all faculty, staff and students via email at the beginning of the fall semester.

Questions regarding this policy may be referred to the Director of Human Resources.

Effective November 15, 2019, this policy replaces the previous Drug-Free Workplace Policy.

Approved by the Alma College Cabinet on November 4, 2019

## APPENDIX A

### DEFINITIONS

The following terms are defined for the purpose of this policy and are important for purposes of expressing the college's policy on drug and alcohol free environment:

*College activities* include programs affiliated with the College, including study-abroad programs, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the College or any officially recognized student organization.

*College premises* includes all buildings and land owned, leased, or used by the College (including adjacent streets and sidewalks), and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the College.

*Controlled Substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15.

*Conviction* means finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

*Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.

*Drug* For the purpose of this Policy, the term "drug" includes:

- controlled substances, as defined in 21 USC 812, which cannot be legally obtained
- legally obtainable controlled substances which were not legally obtained, including:
- Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
- Prescribed drugs used contrary to the prescription;
- Prescribed drugs issued to another person.

*Federal agency or agency* means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch, or any independent regulatory agency.

## APPENDIX B

### HEALTH RISKS

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with drug use.

**ALCOHOL** Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include a risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

**AMPHETAMINES** Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

**CANNABIS** Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters the judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

**COCAINE (crack)** Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures, and loss of brain function; highly addictive.

**DESIGNER DRUGS/SYNTHETIC CANNABINOIDS (bath salts, K2, spice)** Can cause short-term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

**HALLUCINOGENS (PCP, LSD, ecstasy, dextromethorphan)** Can cause extreme distortions of what is seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma, and death. Frequent and long-term use can cause permanent loss of mental function.

**INHALANTS (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons)** Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing, and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

OPIATES/NARCOTICS (heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; long-term use leads to malnutrition, infection, and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

SEDATIVES Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.

TOBACCO (cigarettes, cigars, chewing tobacco) Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

For an extensive list of health-related risks please visit *The National Institute on Drug Abuse*: <http://www.drugabuse.gov>