

Susquehanna University Drug-Free Workplace and Drug Free Campus

In compliance with the Federal Drug-Free Workplace Act, it is the policy of Susquehanna University to provide a work environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of legal drugs or alcohol on Susquehanna University premises, and to require university or contract employees to perform all university-related job duties, either on or off the university premises, without the presence of illegal drugs or inappropriate legal drugs in their systems.

The objective of this policy is to ensure a safe, healthy, and work-efficient environment for Susquehanna University employees and the surrounding community. We are concerned about the well-being of employees whose drug or alcohol use, abuse, or dependency may affect their job performance as well as the safety and well-being of co-workers. Susquehanna University will utilize every reasonable measure to maintain a drug and alcohol-free work environment.

Definitions:

- **Illegal Drugs** - Illegal drugs and substances are those which cannot be legally obtained, including controlled substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained (i.e., prescribed drugs not being used for prescribed purposes or not being used by the intended recipient of the prescription, including amphetamines and barbiturates). Illegal drugs, for the purposes of this policy, include marijuana, cocaine, "crack", heroin, morphine, phencyclidine (PCP), narcotics, hallucinogens, depressants, stimulants, other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional, in a medical setting, to address a specific physical, emotional, or mental condition.
- **Medication or Prescription Drugs** - Medication or prescription drugs, for the purpose of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.
- **Supervisory Referral** - A process whereby supervisors require an employee to seek appropriate referral services through the Employee Assistance Program (EAP).

Awareness: In order to meet the objectives of this policy, Susquehanna University will provide to all benefits eligible employees information about the availability of services through the Employee Assistance Program (EAP). Additionally, the university will

educate and train its management and supervisors to identify problems and symptoms of drug and alcohol abuse.

Prohibited Conduct (Drugs): Employees may not possess, use or consume, purchase, sell, or transfer illegal drugs or controlled substances in any amount during working hours, lunch periods, or break or relief periods on or off university property (including parking lots), or in university vehicles (either owned by, leased to or used on behalf of the university), or while on university business or performing university related duties on or off campus.

Employees may not report to work "under the influence" of illegal drugs or substances. Employees are prohibited from bringing drug paraphernalia onto University property (including parking lots) at any time.

Prohibited Conduct (Alcohol): Employees may not possess, use or consume, purchase, sell, or transfer alcohol during working hours, lunch periods, or break or relief periods on or off university property (including parking lots), or in university vehicles (either owned by, leased to or used on behalf of the university), or while on university business or performing university related duties on or off campus.. An exception to this general rule is the responsible and legal use of alcohol at university sponsored events. The university does not take responsibility for the improper or illegal use of alcohol at such events.

Disciplinary Action: Any employee found to be in violation of this policy will be subject to disciplinary action that may include warning, immediate suspension, or termination. All such action requires the joint review and approval by the immediate supervisor and the Vice President for the unit along with the Director of Human Resources & Risk Management. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigating and handling. Illegal substances include medication or prescription drugs not being used in accordance with a legitimate prescription.

Relapse by Employee: Any employee who is rehabilitated through the EAP must abide by the terms of any last chance agreement. Any relapse by an employee will be considered a violation of this policy and the employee will be subject to disciplinary action, up to and including termination.

Reporting Violations: As a condition of employment with the university, any employee convicted in court of any workplace violation of any criminal drug statute must report the conviction to the university no later than five (5) days after such conviction. An employee who fails to report such a violation is subject to disciplinary action, up to and including termination.