
SUBJECT: ALCOHOL AND DRUG-FREE WORKPLACE

1.0 PURPOSE

- 1.1 Snow College has a strong commitment to its employees to provide a safe workplace and to establish programs that promote a high standard of employee health and efficiency. Consistent with this commitment, the College has implemented this policy on Alcohol and Drug-Free Workplace to reinforce its continuing goal of establishing, maintaining, and supporting a work environment that is free from the effects of alcohol and controlled substance abuse.
- 1.2 The College expects employees to report to work assignments unimpaired and in a condition to perform their duties safely, efficiently, and harmlessly. The responsible use of alcohol is each individual's personal choice; however, alcohol and substance abuse, legal or illegal, most often are progressive diseases which frequently have consequences on the job. Unsatisfactory job performance caused by alcohol or substance abuse will not be tolerated. Unsatisfactory job performance includes poor attendance, or conduct that is detrimental to the College, its students, fellow employees, or any person or agency with whom the College conducts business.

2.0 POLICY

- 2.1. This policy applies to all employees—administration, faculty, and staff including full-time, part-time, temporary, probationary, and student employees of Snow College. Violations of this policy will lead to disciplinary sanctions under Policy xxxxx for staff or Policy xxxxx for faculty.
- 2.2. The manufacture, use, disbursement, or possession of alcohol and/or the unlawful manufacture, distribution, use, sale or possession of illegal controlled substances while on the job or on College property or in a College vehicle or any activity within the scope of employment is prohibited. Violations will lead to disciplinary action or discharge as deemed in the best interests of the college.
- 2.3. Any person accepting employment with the College agrees to notify his/her College supervisor of any criminal alcohol or drug statute conviction or a violation no later than five (5) days after such conviction. Failure to do so could result immediate termination.
- 2.4. Upon conviction of any employee for a criminal alcohol or drug statute violation occurring on the job or on College property or with a College

vehicle or while the employee is on official duty for the College, the department supervisor is required to:

- 2.4.1. Require satisfactory participation by the employee in an accredited alcohol/drug abuse treatment program, and appropriate drug screens by that program;
 - 2.4.2. Require mandatory probation for at least 90 days with weekly supervisory reviews, and/or impose other sanctions (required within 30 days of notification by the employee, or otherwise receiving actual notice of conviction);
 - 2.4.3. If the convicted employee is employed with Federal funds, within ten (10) days of receipt of the conviction, or otherwise receiving actual notice of conviction, notify the Grants and Contracts Office who will notify the appropriate Federal agency.
- 2.5. All convictions resulting from buying, selling, transferring, or trafficking controlled substances or convictions involving alcohol, i.e. selling to minors or DUI, in the workplace will be cause for mandatory termination.

3.0 PROCEDURES

- 3.1. Supervisors shall refrain from making specific diagnosis, since this can only be effectively done by trained professionals. As soon as possible after the incident, the supervisor should meet with the employee, with Human Resources, and others as needed to determine whether there is sufficient evidence to support a violation of this policy and possible reporting to the appropriate authorities. If a supervisor believes an employee is so impaired as to affect the performance of the job duties or is a risk to themselves or others, public law enforcement officers will be called to investigate.
- 3.2. When a supervisor has reasonable grounds to suspect that an employee is not fit for duty, the supervisor, in consultation with the public safety officer or human resource officer, shall see that the employee is removed from the workplace to a safe, non-threatening environment. An employee's refusal to comply with a supervisor's request to be removed from the workplace under the conditions of this policy shall be considered insubordination and will result in disciplinary action. An employee does have the right to request an alcohol or drug test (at College expense) to substantiate proof of non-violation of this policy. A "Fit for Duty" certification may be required from a qualified professional to return to work.
- 3.3. Employees who realize they have an alcohol or substance abuse problem are encouraged to voluntarily seek confidential assistance as referred through

the Human Resource Office. The College will not discipline an employee because he or she voluntarily comes forward seeking assistance; however, future performance, conduct, and attendance must remain satisfactory.

- 3.4. Employees undergoing prescribed medical treatment by a licensed physician with a controlled substance which might impair their ability to perform their work in a safe and efficient manner shall report this treatment to their supervisor. Impacts on the employee’s ability to perform should be assessed and appropriate action taken to insure a safe work environment.
- 3.5. Responsible, moderate use of alcohol in connection with off-campus business meals, entertainment, conferences and association meetings, or other appropriate social settings where no students are involved and where alcohol is not expressly prohibited is not a violation of this policy. Drinking while driving is expressly prohibited.
- 3.6. The College views education and training as an extremely valuable tool in preventing, recognizing, and treating the diseases of alcohol and substance abuse. As such, the College requests all employees to avail themselves of training or seminars as offered or made available by the College.
- 3.7. Employees shall annually receive a copy of this policy or summary sheet “Snow College Statement on Drug Free Schools and Campuses.”
- 3.8. No alcohol or tobacco products may be advertised or distributed on College property or at College sponsored activities.
- 3.9. Use of alcohol and illegal drugs can cause brain, liver, heart and mental illness as well as impairment of major life functions. Help and information may be obtained from:
 - Sevier Valley Hospital..... 435-896-8271
 - Richfield Mental Health 435-896-8236
 - Snow College Wellness Center 435-283-7125
 - Ephraim Mental Health..... 435-283-4065
 - IHC Health Center 435-283-4076
 - Pine Creek Treatment 435-462-2781
- 3.10. In accordance with Federal law, alcohol and controlled substance testing is required of all employees with safety sensitive assignments covered by the Federal Omnibus Transportation Employee Testing Act. All College employees who are required to have a Commercial Driver’s License (CDL) must submit to controlled substance and alcohol testing. The College claims every privilege provided by the “Omnibus Transportation Employee Testing Act of 1991.” (Refer to Snow College DOT Drug & Alcohol Testing Policy.)