
Policy 107: Drug and Alcohol-Free Workplace

Related Policies

Adopted: November 21, 2019

Amended

I. Introduction

Central Penn College has a longstanding commitment to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of the College employees and to the security of the College's equipment and facilities. For these reasons, the Board of Directors at Central Penn College is committed to the elimination of drug and alcohol use and abuse in the workplace.

II. Purpose:

This Board Policy codifies the College's current Drug and Alcohol-Free Workplace practice and procedure located in the Employee Handbook. The College's Drug and Alcohol-Free Workplace practices and procedures remain in effect, uninterrupted.

III. Definitions

Drugs: Includes all illegal drugs as well as the misuse of legal drugs, such as prescription medications.

Illicit Drug Activity: For the purpose of this policy, illicit drug activity shall be defined as the use, manufacture, distribution, dispensation, sale or possession of illegal drugs or the illicit use, manufacture, distribution, dispensation or sale of legal drugs.

Paraphernalia: Includes, but is not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using other drugs. As the term relates to alcohol, only paraphernalia that facilitates the rapid consumption of alcohol is prohibited.

IV. Policy

As a condition of receiving federal financial assistance, Central Penn College complies with Drug-Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988. The College prohibits the use, sale, dispensing, or possession of illegal drugs, narcotics, or alcoholic beverages in facilities or on grounds operated by the College or while in the performance of duties for the College. Unless otherwise required to reasonably accommodate a disability, the College also prohibits all legal or prescription drugs that may impair a faculty or staff member's ability to perform his/her job in the most effective manner. Staff and faculty over the age of 21, may be permitted to consume alcoholic beverages if sanctioned and supplied by the College for a special event.



Any faculty or staff member proven to be under the influence of drugs, narcotics, or alcohol is not permitted on the College's property. Any faculty and staff discovered to be under the influence while on the job will be required to leave the premises. Any faculty and staff member bringing illegal drugs or narcotics or alcoholic beverages to work, using them on College property, or dispensing or selling them on College property will be subject to disciplinary action, up to and including termination.

Faculty and staff members who are experiencing problems resulting from drug or alcohol abuse or dependency may request, or be required to seek, counseling help. The College's Employee Assistance Program (EAP) can be used to identify counseling services. Rehab services are covered under the College's medical benefits with specific contractual limitations.

V. Effective Date:

Immediately