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Policy 105.0 Drugs and Alcohol

Otterbein University

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UNIVERSITY POLICIES

Section 100: Standards of Excellence	Policy Number: 105.0 Drugs and Alcohol
New: _____ Revised: <u> X </u>	Effective Date: July 1, 2013 Last Revised: July, 2016
Scope: Faculty, Staff, Visitors, and Vendors	Authority: Office of Human Resources Approved by: Cabinet

105.0 Title Drugs and Alcohol

105.1 Philosophy Otterbein University is committed to ensuring the health, safety, and welfare of the University workplace and community. The University complies fully with local, state, and federal laws regarding the sale, possession, and consumption of alcoholic beverages and the unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on University property or as part of University activities. All employees, visitors, and vendors of the University community are held responsible for their behavior and for respecting the rights of others.

105.2 Statement The University endeavors to encourage a culture of responsibility and compliance. The use of alcohol by University employees is prohibited unless it occurs at a University Sponsored Event. The Event Sponsors must receive approval after submitting the Request for University Events with Alcohol Policy. The link to the form is:

<http://www.otterbein.edu/docs/default-source/files/campus-life/Student-Life/Center-for-Student-Involvement/request-procedure-for-university-events-with-alcohol.docx?sfvrsn=6>

University employees, visitors, and vendors that drink alcohol at a University Sponsored Event must drink responsibly and comply with all federal, state, and city laws and University policies. As with all work related events, the University will hold employees, visitors, and vendors responsible for their actions.

105.3 Guidelines Pre-Employment Drug Screening: As a condition of employment for select positions, candidates will be required to participate in pre-employment drug screening. Applicants to specific safety-related and other designated positions will be drug tested after receiving an offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent upon successfully passing a drug test.

Post-Accident Drug/Alcohol Screening: A drug test will be ordered when an employee is involved in a work-related accident, causing injury to a person, or damage to property, for which drug or alcohol impairment may reasonably be thought to have been a contributing factor.

Reasonable Suspicion: An employee may be required by the appropriate Vice President or the Director of Human Resources (or his/her designee) to undergo such testing



immediately with reasonable suspicion that the employee has been impaired by drugs or alcohol while in the scope of his/her employment by Otterbein University.

Consent and Falsification: An employee who refuses to sign a consent form to allow test results to be presented to the appropriate Vice President or who fails to cooperate fully and in a timely manner with the requirement to undergo drug or alcohol testing, shall be considered insubordinate and subject to disciplinary action. Employees who falsify or attempt to falsify a drug or alcohol test shall be immediately dismissed.

Prohibited Conduct: An employee may not use or be impaired by alcohol or drugs while in the scope of his or her employment by the University.

105.4 Procedures

Reasonable Suspicion

Any employee who observes or suspects another employee, visitor, or vendor of possible use of or impairment as a result of alcohol or drugs, shall report observations and concerns to their supervisor or the Otterbein Police Department (OPD) immediately.

OPD will obtain consent then conduct a preliminary assessment of the individual so identified and notify the Chief of OPD, the appropriate Vice President, and/or the Director of Human Resources the outcome of the assessment without leaving the employee.

Based on the outcome of the preliminary assessment, the employee may be immediately escorted to a local health care facility for a complete drug screen.

Thereafter, OPD, the individual's supervisor, and/or a faculty member will remain with the employee until formally released to a relative or responsible adult.

The employee is required to wait for the results of the alcohol screening. The full drug testing results will be sent to the Director of Human Resources within 24 to 48 hours.

105.5 Sanctions

Engagement in Prohibited Conduct

Any **employee** who engages in prohibited conduct may be:

- Immediately removed from duty.
- Referred to the Employee Assistance Program (EAP).
- Required to successfully complete an alcohol or drug abuse treatment program as a condition of employment.
- Reported to authorities for criminal prosecution or other appropriate action.
- Disciplined, up to and including termination of employment.
- Subject to any other appropriate action by the University.

Any **visitor and/or vendor** who engages in prohibited conduct may be:

- Barred from further work for the University or from participating in other University-related activities as may be permitted by law.

Reported to authorities for criminal prosecution or other appropriate action.



105.6 Related Policies None

105.7 History Enacted: May 15, 2003
Revised: April 2013, July 2016