



CARROLL UNIVERSITY

Alcohol Abuse and Drug-Free Workplace Policy

Purpose and Goal

Carroll University is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This policy is issued by the University to satisfy the University's obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. 702, and the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C. 1145g.

Covered by this Policy

Any individual who conducts business for the University, is applying for a position or is conducting business on the University's property is covered by our alcohol abuse, drug-free workplace policy. Our policy includes, but is not limited to all employees, including contract employees, contractors, volunteers, interns and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the University. Therefore, this policy applies during all working hours, whenever conducting business or representing the University, while on call, paid standby, while on University property and at University-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to unlawfully use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. The abuse of alcohol or the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the University. The controlled substances prohibited in the workplace include, but are not limited to, marijuana, other hallucinogens, cocaine, heroin, narcotics, amphetamines, and their respective derivative forms or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder. The abuse of prescription medications is also prohibited by this policy. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner for the employee and fellow employees. Employees must abide by this policy as a condition of employment.

Notification of Convictions

Employees must report convictions of a criminal drug violation or alcohol statute for conduct in the workplace, to the Department of Human Resources in writing no later than five calendar days after the conviction.

Any employee who pleads guilty to or otherwise is convicted of driving under the influence of alcohol and who, as an essential function of the employee's job, operates a motor vehicle, machinery or other motorized equipment that could be dangerous to himself/herself or others,

will not be permitted to operate such vehicle, machinery or equipment until the employee has undergone an Employee Assistance Plan (EAP) alcohol and/or drug assessment and has complied with all recommended programs. Additionally, to the extent an individual has his/her driver's license revoked or suspended as a result of a conviction or guilty plea to driving under the influence of alcohol, he/she will not be permitted to operate such vehicles until the license is reinstated. The individual may be discharged or may be reassigned to another position during this time period, depending on the circumstances.

An employee so convicted may be subject to immediate suspension or termination. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

Violations of this University policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination regardless of classification of employees, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all employees, with the exception of those employees who actions necessitate immediate and decisive disciplinary measures including suspension or discharge.

Corrective Action per the Employee Manual is normally administered as follows:

Disciplinary and corrective action(s) may be taken by the University at its discretion taking into account the following steps of progressive discipline when appropriate. The level and steps of discipline to take in a particular situation involve evaluation by the University of the severity of the offense, the circumstances associated with the matter under review and the overall work record of the employee. The University's determinations regarding those matters, including a decision to immediately terminate an employee, are exclusive, final and binding. It is not required that each step of progressive discipline be followed in every instance.

Where the University deems it appropriate, the following steps may be taken:

- Oral warning with written documentation to the Department of Human Resources and appropriate senior staff member.
- A written warning with a copy of the documentation to the employee, the appropriate senior staff member, immediate supervisor and the Department of Human Resources.
- If performance/misconduct problems continue, a second written warning with unpaid suspension of up to three days. The employee, the appropriate senior staff member, immediate supervisor and the Department of Human Resources receives a copy of the warning document.
- Termination with written documentation to the Department of Human Resources and appropriate senior staff member.

Any employee who violates the alcohol and drug abuse policy and is not terminated will be subject to a mandatory Employee Assistance Program (EAP) referral for addiction assessment and will be required to attend, at the employee's expense, a recommended treatment program offered by an outside provider if the assessment indicates treatment is appropriate. An employee who completes any required treatment program must also comply with any after-care program established by the treating facility. Failure to comply with any of the above requirements will result in disciplinary action up to and including suspension or termination.

Assistance

Carroll University recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP), Lincoln Financial Group.
- The EmployeeConnect services through Lincoln Financial Group are available to all employees and family members of employees.
- Contact <https://www.guidanceresources.com/> (username= LFGsupport; password = LFGsupport1), or talk with a specialist at 888-628-4824 for specific resources available.
- Carroll University allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- This policy is included in the employee manual.
- All employees will receive a written copy of the policy annually via email.
- The policy is available on the Department of Human Resources Page at "my.carrollu.edu".
- The policy will be reviewed in orientation sessions with new employees.
- Posters and brochures will be available at all locations.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.

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