

March 2014

2.15 Workplace Conditions

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/staff-handbook>

Recommended Citation

Saint Mary's College of California (2014) "2.15 Workplace Conditions," *Staff Handbook*: Vol. 2014 , Article 29.
Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/29>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Staff Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

2.15 Workplace Conditions

2.15.1 Drug-Free Workplace and Alcohol Use Policy

In accordance with applicable law, the College seeks to maintain a safe, healthy, and productive environment for its employees, students and others who may visit or work at the campus.

The use and abuse of alcohol and drugs pose a serious risk to the physical and emotional health of an individual and can negatively impact one's professional and private life, as well as the life of the College.

- Potential health risks include, but are not limited to:
- Confusion, hallucinations, paranoia, deep depression
- Cardiac irregularities and hypertension
- Neurological damage
- Organ damage, including cirrhosis of the liver
- Increased cancer risk
- Malnutrition

Therefore, the purchase, possession, use, distribution, or manufacture of illegal drugs and the possession and use of unauthorized alcoholic beverages on College premises or as part of any College activity is prohibited, except where alcohol is authorized and served at a College-sponsored function to persons age 21 or older and in compliance with applicable law. Other than as permitted under this policy, consumption of alcoholic beverages is not permitted in any classroom building or within public areas of the College. (For more detailed information on the College's alcohol and drug policies governing students, see the Student Handbook.)

For purposes of this policy, illegal drugs are drugs that cannot be obtained legally, as well as drugs that are legally obtained, but used for illegal purposes or abused. Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and unauthorized alcohol. Some examples of those laws are:

- Purchase, possession or consumption of alcohol by a person under age 21 is prohibited.

Section 2 – Employee Conduct And Responsibilities

- Providing or selling alcohol to someone under age 21 or to any obviously intoxicated person is prohibited.
- Except under authority of a California Alcoholic Beverage Control License, selling alcoholic beverages, either directly or indirectly, is prohibited.
- Purchase, possession or use of illegal drugs is prohibited.
- Driving on campus or driving a College-owned, -leased or -rented vehicle under the influence of alcohol, illegal drugs, prescription drugs or over-the-counter products that impair driving ability is prohibited.

If prescribed or non-prescribed drugs which the employee must take for reasons of health interfere with his/her job performance or endanger the safety of others, the employee must take a medical leave of absence, make other arrangements to be away from his/her position or, *in some circumstances* request an accommodation in the work environment and/or the job until the condition improves. If the employee requests an accommodation, the College will require appropriate professional documentation regarding the employee's drug or alcohol related condition and will determine if the accommodation requested is reasonable under the circumstances presented.

The College reserves the right to require testing for drugs or alcohol when the College has a reasonable suspicion that an individual employee is impaired by drugs or alcohol or following an accident or safety violation. *Reasonable suspicion means suspicion based on information or observation of, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of an employee.*

Whenever a violation of this policy or the active use of any drug, including alcohol, adversely affects either the employee's job performance, or the job performance or safety of others, the College will take disciplinary or other corrective measures including termination and possible referral for criminal prosecution.

Employees concerned about their life and health relative to alcohol and/or drug use, are urged to contact the College's Employee Assistance Program (EAP) at 1-888-492-9355. The EAP assures all employees of confidential counseling for drug and alcohol problems, as well as for stress, marriage, children, emotional and relationship problems.