**GLENVILLE STATE UNIVERSITY POLICIES**

**ADMINISTRATIVE POLICY 3**

**DRUGS AND ALCOHOL POLICY**

## 3.1. General.

1.1. Scope – Glenville State University expects its employees and students to obey the law and to take personal responsibility for their conduct. This policy applies to the University community, including faculty, staff, administrators, students and visitors to the campus, including contractors, sub-contractors, volunteers and service providers.

1.2. Authority - W. Va. Code §§ 18B-1-6, 60A-4-401, and in compliance with:

- The Drug-Free Workplace Act of 1988 (Public Law 101-690);
- The 1989 amendments to the Drug-Free Schools and Communities Act (Public Law 101-226); and
- The Education Department General Administrative Regulations (EDGAR) Part 86.
- Anti-Drug Abuse Act of 1988.

1.3. Effective Date – ~~February 5, 2020~~

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 3 – Drug and Alcohol [2006] [2010][2020].

## 3.2. Policy Statement.

2.1. The Glenville State University Board of Governors recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at University sponsored functions poses serious risks to a person's health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Glenville State University will meet requirements of the law for providing a "drug-free workplace."

2.2. Glenville State University will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Glenville State University property or as part of any sponsored function is prohibited. Reporting to work, class or any University sponsored function under the influence of alcohol or illegal drugs is prohibited.

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2.3. Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's ability, job performance or the safety of others.

2.4. Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The University will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined in this policy. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. University sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

**3.3. Alcoholic Beverages on Campus**

3.1. The possession or use of alcoholic beverages is prohibited on or in property or facilities (including student housing) of Glenville State University except as ~~hereafter~~ provided below:

3.1.1. In dwellings located thereon and occupied as a family residence; and

3.1.2. Where the serving of wine, beer or other alcoholic beverages is approved by the President~~,~~ on a case by case basis and is consistent with the ~~following rules:~~requirements of this policy.

3.2. Alcoholic beverages may be served at University-sponsored events or events held on University property only when specifically approved by the President and when all applicable laws, University policies, and requirements of this policy are satisfied.

3.3. Aramark Dining Services shall serve all alcoholic beverages for all events held on Glenville State University property, except for events held at the President's Home and the Alumni Center.

3.4. The event requestor shall contact Aramark Dining Services prior to submitting the request for Presidential approval to determine whether Aramark Dining Services is available and willing to provide alcoholic beverage service for the requested event. Aramark Dining Services must sign the Request to Serve Alcoholic Beverages form confirming its availability and agreement to provide the alcoholic beverage service before the request may be submitted to the President for approval.

3.5. The President shall not approve a request to serve alcoholic beverages at an on-campus event unless the completed Request to Serve Alcoholic Beverages form includes the required confirmation and signature from Aramark Dining Services, except for events held at the President's Home and the Alumni Center.

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3.6. The requirement that Aramark Dining Services serve the alcoholic beverages does not apply to events held at the President's Home or Alumni Center; however, all other requirements of this policy, including Presidential approval and compliance with applicable federal, state, and local laws, remain in effect.

3.7. The following requirements shall apply to all events at which alcoholic beverages are approved:

~~3.1.2~~7.1. Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.

~~3.1.2~~7.2. No person under the legal drinking age will be served.

~~3.1.2~~7.3. Alternative non-alcoholic beverages and food will be served.

~~3.1.2~~7.4. No person under the age of twenty-one (21) will be allowed to serve wine, beer or other alcoholic beverages and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.

~~3.1.2~~7.5. No state funds will be used to purchase wine, beer or other alcoholic beverages.

3.7.6. The requestor and event sponsor are responsible for ensuring that all requirements of this policy are followed during the event.

3.~~1.3~~8. Requests to serve alcohol must be filed with the President's Office using the *Request to Serve Alcoholic Beverages* form. The completed form must include the required Aramark Dining Services confirmation and signature, when applicable, before Presidential approval will be considered.

3.~~2~~9. The selling of beer, wine or other alcoholic beverages during athletic events is prohibited.

**3.4. Definitions**

4.1. "Illegal drugs" mean controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

4.2. "Conviction" means a finding of guilt, including a plea of nolo contendre, or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

4.3. "Aramark Dining Services" means the University's contracted dining services provider responsible for providing alcoholic beverage service at University events held on Glenville State University property, except events held at the President's Home and the Alumni Center.

**3.~~6~~5. Responsibilities and Procedures**

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~~6~~5.1. Faculty, supervisors and administrators will be required to assume primary responsibility for the day-to-day enforcement of this policy and to take appropriate personnel action.

~~6~~5.2. As a condition of employment, University employees agree to abide by the terms of this policy. Also, employees engaged in the acquisition, administration or performance of a federal grant or contract, either directly or indirectly, agree to notify the Office of Human Resources of any criminal drug or alcohol related conviction, for violations occurring in the workplace, no later than five (5) working days after the conviction. After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.

~~6~~5.3. The Office of Human Resources is responsible for the development and distribution of drug and alcohol abuse awareness and prevention policy for employees, in compliance with the Drug-Free Workplace Act of 1988, which includes:

- This distribution may be in writing or electronic.
- Maintaining a copy of this policy in an accessible location and posting the policy on the University web site.
- Inclusion of a hard copy of this policy for all new employees.

~~6~~5.4. The Vice President of Enrollment and Student ~~Life~~ Affairs is responsible for the development and distribution of a drug and alcohol abuse awareness and prevention policy for students, in compliance with the Drug-Free Schools and Communities Act, which includes:

- Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook.
- A biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

~~6~~5.5. The Vice President for Business and Operations or his designee is responsible for ensuring that contractors, sub-contractors, or volunteers for services paid by federal grants certify that they commit to and comply with the terms and conditions of this policy.

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# GLENVILLE STATE UNIVERSITY

## REQUEST TO SERVE ALCOHOLIC BEVERAGES

**RETURN THIS FORM TO THE OFFICE OF THE PRESIDENT**

### Event Information

**Name of Organization:** _____

**If a Glenville State University Organization, Name of Campus Sponsor:**

_____

**Name of Person Completing this Form:** _____

**Relationship to Organization:** _____

**Date of Birth:** _____

**Date of Function:** _____

**Location:** _____

**Duration:** _____

**Purpose of Function:**

_____

_____

_____

_____

### Alcoholic Beverage Service

In accordance with Glenville State University Administrative Policy 3 – Drugs and Alcohol Policy, **Aramark Dining Services shall serve all alcoholic beverages for events held on Glenville State University property, with the exception of events held at the President's Home and Alumni Center.**

The event requestor must obtain confirmation from Aramark Dining Services regarding its availability and agreement to provide alcoholic beverage service before the request is submitted to the President for approval.

**Will this event be held at the President's Home or Alumni Center?**

☐ Yes - at President's Home or Alumni Center (circle one)
☐ No

**If No, Aramark Dining Services must complete the following section:**

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Aramark Dining Services confirms that it is available and agrees to provide alcoholic beverage service for the event described above.

**Aramark Representative Name (Please print):** _____

**Aramark Representative Signature:** _____

**Date:** _____

## Alcoholic Beverages on Campus Policy

By signing below, the requestor acknowledges and agrees that:

- No person under the legal drinking age will be served alcoholic beverages.
- Alternative non-alcoholic beverages and food will be served.
- No person under the age of twenty-one (21) will be permitted to serve wine, beer, or other alcoholic beverages.
- Individuals serving alcoholic beverages must be appropriately trained and must comply with all applicable laws and regulations regarding the service of alcoholic beverages.
- No state funds will be used to purchase wine, beer, or other alcoholic beverages.
- Alcoholic beverages will not be the primary reason for the gathering.
- The requestor and event sponsor are responsible for ensuring compliance with all applicable University policies and laws.
- For events held on University property other than the President's Home, Aramark Dining Services will serve all alcoholic beverages.

**Requestor's Signature:** _____

**Date:** _____

## Presidential Approval

☐ **Approved**

☐ **Rejected**

**President's Signature:** _____

**Date:** _____

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