

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 3

DRUG AND ALCOHOL POLICY

3.1. General.

1.1. Scope – Glenville State College expects its employees and students to obey the law and to take personal responsibility for their conduct. This policy applies to the college 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; 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 – August 11, 2010

1.4. Repeal of Former Rule – Repeals and replaces Glenville State College Personnel Policy 3 – Alcoholic Beverages on the Glenville State College Campus effective April 19, 2006.

3.2. Policy Statement.

2.1. The Glenville State College 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 college 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 College will meet requirements of the law for providing a "drug-free workplace."

2.2. Glenville State College 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 College property or as part of any sponsored function is prohibited. Reporting to work, class or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.

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 College 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. College 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 College except as hereafter provided:

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 consistent with the following rules:

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

3.1.2.2. No person under the legal drinking age will be served.

3.1.2.3. Alternative non-alcoholic beverages and food will be served.

3.1.2.4. 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.

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

3.1.3. Requests to serve alcohol must be filed with the President's Office using the *Request to Serve Alcoholic Beverages* form.

3.2. 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 contendere, 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.

3.5. General Provisions

5.1. Criminal Sanctions

5.1.1. Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U.S. Drug Enforcement Administration.

5.1.2. West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. WV Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature.

5.2. Dangers and Health Risks of Drug Abuse

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of the family system, workplace and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs as well.

5.2.1. Drug Abuse in the Workplace

- The law requires the institution to make employees aware of the danger of drugs in the workplace.
- Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one’s sense of time, space and distance which may result in an increased frequency of accidents at work.
- Drug abuse can cause lateness and absenteeism, increasing the workloads of others.
- Drug abuse can cause criminal activity, including theft of employees’ personal property.
- Drug abuse can cause major error in work performed, risk harm to all campus constituents and violate the public trust.

5.2.2. Individual Health Risks

- Alcohol and other drug dependencies are diseases with identifiable symptoms, including behavior changes, blackouts, denial, mood swings and loss of control. The disease injures the individual economically, socially, physically and psychologically. Work performance is impaired, depression often occurs and behavior often goes against values.
- Persons who suffer from chemical dependency are victims of a progressive, potentially fatal disease. Alcoholism/addiction affects people of all ages, economic status and race. The National Institute on Drug Abuse reports that ninety-seven percent of chemically-dependent people have responsible jobs, a home and a family.
- Alcoholism is a disorder that has profound psychological and biological patterns. The course of the disorder is usually progressive and physical dependence can develop. Short term effects of alcohol abuse include depression, gastritis, liver disease, domestic violence and the potential for accidents. Chronic alcohol abuse can produce irreversible changes including dementia, cirrhosis of the liver and heart disease.

5.2.3. Impact on Family/Friends

- Families are gravely affected by a chemical abusing member. Effects may include feelings of insecurity, guilt, fear, isolation, anger and resentment. Infants and children of chemical abusive mothers often have low birth weight and may exhibit a variety of developmental problems including low self-esteem, inability to trust others and an increased risk for chemical abuse and dependency.
- The lifestyle of the abuser often affects the economic well-being of their family in the form of unemployment potential, stealing from family members and the cost of obtaining the alcohol or drug itself.
- Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors and encourage the abusing member to seek treatment.

5.2.4. Counseling and Treatment Resources

- For students, assistance and information concerning substance abuse and its treatment may be obtained from the Nurse Specialist.
- Employees may obtain assistance and information from the Office of Human Resources.
- Glenville State College, in providing any contact information for counseling, treatment and rehabilitation programs, is in no way affiliated with these agencies. Glenville State cannot accept liability for any services, treatment or counseling provided by these agencies or their employees or any acts of malfeasance by same.

3.6. Responsibilities and Procedures

6.1. 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.

6.2. As a condition of employment, college 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.

6.3. 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:

- Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.” This distribution may be in writing or electronic.
- Maintaining a copy of this policy in an accessible location and posting the policy on the College web site.
- Inclusion of a hard copy of this policy for all new employees.

6.4. The Office of Student 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. The Executive Vice President (for Business and Finance) 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.

Approvals:

President

Date

Chair of the Board

Date

EMPLOYEE DRUG AWARENESS

CERTIFICATION FORM

I, _____, certify that I have received a copy of
Glenville State College Personnel Policy 3A, Drug and Alcohol Policy.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy,
I will be subject to disciplinary action, up to and including dismissal. I may also be required to
participate in a drug-abuse assistance or drug rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am
convicted of any drug or alcohol related criminal offense for a violation occurring in the
workplace, I must report this conviction to the Office of Human Resources within five (5) days
of the conviction.

Name (print)

Signature

Date

RETURN THIS FORM TO THE OFFICE OF THE PRESIDENT

Request to Serve Alcoholic Beverages

Name of Organization:

If a Glenville State College 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:

Who Will Be Serving:

Alcoholic Beverages on Campus Policy

No person under the legal drinking age will be served.

Alternative non-alcoholic beverages and food will be served.

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.

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

Requestor's Signature

Date

Approved

Rejected

President's Signature

Date