

# **Policy and Programs to Prevent Drug and Alcohol Abuse**

## **Summary**

The university's policy position on prevention of drug and alcohol abuse, including programs to support prevention, and required drug testing.

## **Purpose**

To provide guidance on prevention of drug and alcohol abuse, including programs to support prevention, and required drug testing.

## **Policy**

Employee misconduct related to drug or alcohol abuse will not be tolerated. To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Violation of this policy will result in appropriate disciplinary actions.

Employees must notify Columbus State University of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days, any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with procedural requirements. Such employee shall be required as a condition of reemployment following suspension to complete an approved drug treatment and education program.

If prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under an approved drug abuse and education program, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program and satisfactory work performance. The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable.

The rights herein granted shall be available to a University employee only once during a

five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

### Substance Abuse Counseling Services

The Columbus State University Employee Assistance Program (EAP) provides individual counseling for substance abuse and other personal concerns to faculty and staff of the university. Services of the program are provided as an employee benefit. Employees are informed of the nature and purpose of any assessment, treatment, educational, or training procedure. When the EAP is not able to provide the necessary services, employees are informed of alternative resources and appropriate referrals are made.

### Drug Testing

High-risk employees, such as public safety employees and all health related employees providing direct patient care (nurses and counselors) and drivers required by law to hold a Commercial Drivers License, are subject to preemployment and random drug testing.

## **Related USG Policy**

BOR 8.2.18

## **Last Update**

6/30/18

## **Responsible Authority**

CSU Human Resources