



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-2101: Employee Drug and Alcohol Policy

Origination: 6/24/19

Approved: 08-09-2019

Effective: 08-09-2019

Reviewed:

Last Updated:

SUBJECT: EMPLOYEE DRUG AND ALCOHOL POLICY

1. PURPOSE

The Employee Drug and Alcohol Policy provides guidance pertaining to the Northern Pennsylvania Regional College's expectation for maintaining an alcohol- and drug-free workplace for employees and those served by the college.

2. SCOPE AND APPLICABILITY

This policy applies to all College employees, including faculty and academic employees; student employees; and staff and temporary employees wherever and whenever they are representing or conducting business for the College.

3. REFERENCES

- 3.1. Master Policy Index
- 3.2. NPRC-3236 Student Drug and Alcohol Policy
- 3.3. Drug-Free Schools and Communities Act of 1989
- 3.4. Drug-Free Workplace Act of 1988
- 3.5. NPRC 2101A Drug and Alcohol Testing Procedure
- 3.6. NPRC 2405 Employee Personal Leave of Absence

4. DEFINITIONS

- 4.1. The **College** shall mean the Northern Pennsylvania Regional College.
- 4.2. A **controlled substance** is a drug or chemical whose manufacture, possession, or use is regulated by government, such as illicitly used drugs or prescription medications that are designated by law.
- 4.3. A **reasonable suspicion** exists when a supervisor makes specific observations of an employee reporting for duty or on the job, indicating the employee may be under the influence of, or his/her job performance is impaired by, drugs or alcohol while working. These observations include but are not limited to: employee's appearance (red eyes, drowsy, tremors, excessive sweating, clothing disarrayed), behavior (erratic, irritable, inappropriate, mood swings, lethargy), speech (slurred, erratic),

odor (unusual or odor of alcohol or marijuana), impaired job performance/motor skill impairment (delayed reaction, staggering).

5. POLICY

- 5.1. The College prohibits the unlawful manufacture, distribution, sale, possession and/or use of alcohol, any controlled substance or paraphernalia on College premises or as part of any College activity including academic and workforce development programming located on College partner's facilities. Faculty, staff, and students of the College must comply with the laws of the Commonwealth of Pennsylvania and the federal government regarding the possession and consumption of controlled substances. Any violation of these laws or regulations on or off College facilities, or the facilities of College partners, will be grounds for College disciplinary sanctions.
- 5.2. As an exception to 5.1, legal use of alcohol on College premises or during official College activities is limited to special occasions specifically and expressly approved by the President of the College.
- 5.3. Employee Assistance Program: Faculty and staff members with questions or concerns about substance abuse or alcohol abuse are encouraged to contact a counselor at the Employee Assistance Program. Employees who self-refer to the EAP do so in confidence that their effort to seek assistance will remain confidential.
 - 5.3.1. It is the responsibility of each employee to seek assistance from the EAP before alcohol and drug problems lead to disciplinary action which can include termination for a first offense. Once a violation of this policy occurs, subsequent use of the EAP on a voluntary basis will not necessarily lessen disciplinary action and may have no bearing on the determination of appropriate disciplinary action.
 - 5.3.2. Should an employee choose to make known his/her decision to seek prior assistance from the EAP, this fact will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. On the other hand, using the EAP will not be a defense to the imposition of disciplinary action where facts proving a violation of this policy are obtained outside of the EAP.
 - 5.3.3. Accordingly, the purposes and practices of this policy and the EAP are not in conflict and are distinctly separate in their applications.
- 5.4. Employees may, on their own volition, admit to a drug or alcohol problem before job performance is affected and may be eligible to take a leave of absence in accordance with NPRC 2405 Employee Personal Leave of Absence.
- 5.5. Any employee who is convicted of a drug offense must report this fact to their respective vice-president within five (5) days of the conviction. Failure to do so will be considered a violation of the College's Drug and Alcohol Policy.
- 5.6. Any employee who violates the College's Drug and Alcohol Policy will be subject to disciplinary action up to and including suspension, suspension without pay,

termination, and may be required to participate in a substance abuse assistance or treatment program as agreed upon between the Human Resources Department and the Employee Assistant Program provider.

5.7. The College may require drug and/or alcohol testing of an employee when:

5.7.1. The employee is involved in a related accident or injury, or

5.7.2. A reasonable suspicion exists that the employee may be under the influence of, or his/her job performance is impaired by, drugs or alcohol when reporting for work or while working.

5.7.3. Such testing will be conducted in accordance with the NPRC Drug and Alcohol Testing Procedure.

6. RESPONSIBILITIES AND TIMELINES


6.1. For employees, administration of this policy is the responsibility of all department heads and supervisors in conjunction with the Vice President of Finance and Administration or his/her designee.

6.2. The Vice-President of Finance and Administration or their designee is responsible for monitoring, facilitating, and answering questions pertaining to the procedures for the College's alcohol and drug testing rules.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or the President's designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES




Chair, Board of Trustees



Date



President



Date

Attachments: None

Distribution: Board of Trustees; www.regionalcollege.org

Revision Notes: Policy in Origination