

LINCOLN UNIVERSITY

Policy:	Substance Abuse Prevention
Policy Number:	HRM - 113
Effective Date:	October 2008
Revisions:	February 2004, April 2000, former title "Drug and Alcohol Use", August 2011
Next Review Date:	August 2013
Review Officer:	Chief Human Resources Officer
Status:	Approved by President and Active

1. Policy

- 1.1. It is the policy of Lincoln University ("University") to adhere to local, state, and federal laws regarding the use, possession and sales/furnishing of alcohol and/or illegal drugs on its premises. Additionally, the University fully subscribes to the provisions of the Drug-Free Workplace Act of 1988.
- 1.2. The purpose of the policy is to provide University employees with guidelines prohibiting drug and alcoholic beverage use on University premises, during the normal course of employment, or while conducting University business. The policy also outlines the methods for maintaining a work environment free from the effect of alcohol or drug abuse or other substances that adversely affect or interfere with an employee's ability to perform the essential functions of their job.

2. Applicability

- 2.1. This policy shall apply to all members of the University community including faculty, staff (employees), students, volunteers, contractors and visitors.

3. Definitions

- 3.1. *Addiction.* A compulsive physiological need for alcohol or an illegal drug.
- 3.2. *Alcohol or Alcoholic Beverage.* Any beverage containing one-half of one percent or more of alcohol by volume.
- 3.3. *Drug(s).* Any legal or illegal substance (including over-the-counter medication, prescribed medication, alcoholic beverages, non-prescribed controlled substances, or any other substances) which potentially affects the employee's productivity and ability to perform duties or which potentially affects the safety and/or well being of the employee or others.

The term "illegal drug(s)" shall not be defined to mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

- 3.4. *Substance Abuse.* The use or misuse of any drug or alcohol in a manner which may reduce employee effectiveness or pose an unsafe condition in the work or learning environment.

4. General

- 4.1. All employees, including student employees, are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Employees shall not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. Employees are expected to follow established departmental guidelines for reporting absence from work.
- 4.2. The University strictly prohibits the selling, purchasing, dispensing, manufacturing, distributing, diverting, stealing, using, possessing and/or being under the influence of non-medically indicated prescription or non-prescription drugs or illegal substances, and/or alcohol on University premises, while working, or while conducting University business.
 - 4.2.1. Alcohol shall not be served on University property, except in designated areas or during special events approved by the President. No minor (person under age 21) shall be served alcoholic beverages at University approved events.
- 4.3. The University shall establish and maintain guidelines and procedures to ensure compliance with Pennsylvania state law, which prohibits furnishing alcohol to minors, underage alcohol possession and drinking, and consuming or possessing an open alcoholic beverage in public.
- 4.4. The legal use of prescribed drugs is permitted by an employee while working only if such use does not adversely impact his/her ability to perform assigned job functions and does not endanger him/her or other individuals in the workplace or learning environment.
- 4.5. The University retains the right to administer pre-employment drug and post-hire confirmatory testing for cause. The procedure administering confirmatory testing shall be maintained in the Office of Human Resources.

- 4.6. Under the Drug-Free Workplace Act, an employee who performs work for a government contract and is convicted under a criminal drug statute for a violation of such statute shall within five (5) days of such conviction, notify the Chief Human Resources Officer.
- 4.7. Employees with problems relating to substance abuse that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. An approved leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all University policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the University any undue hardship.
- 4.8. An employee who has been removed voluntarily or otherwise from his or her job assignment due to drug or alcohol abuse must agree to be tested on a random and discretionary basis any time for up to twelve (12) months from the return to work date.
- 4.9. The University shall foster educational programming and encourage participation in substance abuse prevention programs.

5. Dissemination of Policy

- 5.1. The policy shall be disseminated to all employees within the University and published on the University's Internet website.
- 5.2. Employees with questions **on this policy** should raise their concerns with their supervisor or the Chief Human Resources Officer without fear of reprisal.
- 5.3. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the University's Employee Assistance Program.

6. Enforcement

- 6.1. Each University employee shall comply with the provisions of the policy and ensure that each visitor to the University campuses complies with the provisions of this policy.
- 6.2. The University President, each vice president, director, dean, manager, department chair, or supervisor shall ensure the enforcement of the policy within his or her assigned area(s) of oversight. Additionally, all of the

above shall receive training to help him/her recognize and manage employees with substance abuse problems.

- 6.3. Employees violating the policy shall be subject to required participation in a substance abuse rehabilitation or treatment program or disciplinary action, in accordance with University policy and/or applicable collective bargaining agreements, which may lead to termination of employment. Additionally, such violation may have legal consequences.
- 6.4. Students violating the policy shall be referred to the Office of Student Affairs or the Department of Public Safety.
- 6.5. All other individuals violating the policy shall be referred to the Department of Public Safety and subject to a penalty as determined by Pennsylvania state law.

References

Drug Free Schools and Communities Act Amendments of 1989
Drug Free Workplace Act of 1988
Substance Abuse and Mental Health Services Association

Questions regarding this policy may be addressed to:

***The Office of Human Resources
Lincoln University
1570 Baltimore Pike
Lincoln Hall – 4th Floor
Lincoln University, PA 19352
484-365-8059***