



# UNIVERSITY OF LAVERNE

## University Policy Regarding Drugs and Alcohol

In accordance with applicable law, the University maintains a drug-free workplace policy. The use or abuse of alcohol and other drugs, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety and health, and constitutes a potential danger to the welfare and safety of others. Further, the use of these substances increases the risk for a number of health-related and other medical, behavioral, and social problems. The University believes this policy will assist in providing a safe, drug-free, secure environment for the protection of our employees and students.

### Rules and Standards of Conduct

The following rules and standards of conduct apply to all employees:

Employees are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using illegal drugs or controlled substances at any time either during work hours or non-work hours, including meal and break periods.

The University will not condone abusive or inappropriate use of alcohol, including incidence of drunkenness or any level of intoxication during normal work hours or while performing work for the University. Employees are expected to report to work unimpaired by alcohol or illegal or controlled substances.

While participating in business related or University social events where alcohol is served, employees are expected to use good judgment in consuming alcohol, drink moderately, remain responsible, professional and sober at all times, and abide by all state and federal laws related to alcoholic beverages, including laws which prohibit the operation of a vehicles while under the influence.

Under federal law, employees are required to notify the University of any workplace-related drug conviction within five days of the conviction. The University, in turn, is required to notify the federal government within 10 days of receiving notice of any such conviction.

The University recognizes that employees may take legal drugs as prescribed by their physician. However, if the use of prescription or over-the-counter drugs affects your ability to perform your job, you are expected to notify your supervisor and/or Human Resources to ensure the well-being and safety of yourself and others.

Employees who violate these rules and standards of conduct will be subject to discipline, up to and including termination of employment and will be referred for prosecution. The University also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws. Violations of local, state, and federal laws and ordinances may result in misdemeanor or felony convictions and/or the imposition of other legal sanctions, including but not limited to fines, imprisonment, forfeiture of personal and real property, loss of driving privileges, and required attendance at substance abuse education or treatment programs.

**Testing**

To the full extent permitted by California law, the University reserves the right to require all applicants for employment to submit to testing procedures designed to detect the presence of illegal drugs and/or alcohol. Further, to the full extent permitted by California law, the University reserves the right to test current employees for illegal drugs or alcohol, in cases where the University has reasonable suspicion that the employee is violating this policy. Any employee who refuses to submit to such a test shall be subject to discipline including possible immediate discharge.

**Treatment and Rehabilitation**

The University encourages and will reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. However, it is the responsibility of each employee to seek and accept assistance before alcohol and drug problems lead to corrective action, including termination. An employee's decision to seek assistance before alcohol and drug problems lead to disciplinary action will not be used as the basis for corrective action and will not be used against the employee in any disciplinary proceedings. At the same time, performance standards must be maintained, and alcohol or drug abuse will not be an acceptable excuse for performance that requires corrective action.

To aid employees with chemical dependencies who seek treatment and/or rehabilitation, the University provides an Employee Assistance Program ("EAP"). Additional information is available at: [www.HealthAdvocate.com/laverne](http://www.HealthAdvocate.com/laverne)

I acknowledged that I have been advised of this policy:

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Name

\_\_\_\_\_  
Date