



Drug-Free Workplace Policy

Averett
University

420 West Main Street, Danville, VA 24541

1-800-AVERETT

www.averett.edu

I. Purpose

Averett University has a responsibility to provide a safe and efficient workplace for all of its employees and students, and therefore provides a drug-free workplace. The University has adopted and implemented a program designed to prevent the unlawful possession, use, dispensation, or distribution of controlled substances and alcohol by students and employees to further its objective to provide a healthy learning and working environment. The illegal and/or abusive use of drugs or alcohol by any member of the University community adversely affects the educational environment and increases the risk of serious health related and other medical, behavioral and social problems. The use of alcohol or drugs while on the job is a direct threat to all members of the University community and will not be tolerated. This policy is designed for your benefit to provide reasonable safety and protection to all members of the University community.

II. Policy

It is the University's policy to maintain a drug-free workplace. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol by any employee of Averett University is prohibited in any workplace. Chemical dependency due to the unlawful or inappropriate use of any such substance is also prohibited. If any employee engages in any of these prohibited activities, he/she interferes with the orderly, safe and efficient operation of the University and is, therefore, subject to appropriate corrective, preventive or disciplinary action by the University as outlined in this document.

III. Standards of Conduct

The following actions constitute violations of the University's policy and are applicable to all employees.

- A. Consumption and/or possession of alcoholic beverages on campus
- B. Being under the influence of alcoholic beverages or illegal substances on campus
- C. The illegal possession, use, distribution and sale of controlled and/or illegal substances
- D. The use of University funds for the purchase of alcoholic beverages

IV. Policy Implementation

The following are policies and procedures adopted specifically for the maintenance of Averett's Drug-Free Workplace Policy.

A. Enhance the Drug-Free Awareness Program

Through Averett's Counseling Center, the University will maintain a program to inform and increase the awareness of all Averett employees concerning:

- 1. The dangers of drug abuse in the workplace** - Employees will be notified individually through interdepartmental mail and receive information concerning the problems associated with substance use and/or abuse.
- 2. The University's policy on maintaining a drug-free workplace** - A copy of the University's Drug Free Workplace Policy will be delivered to each employee through interdepartmental mail and given to all new employees. All employees will sign a statement saying they have read and understand Averett's policy on alcohol and drugs. Information about the harmful effects of drugs and alcohol abuse will periodically be given to employees. The presence of this policy will also be cited in appropriate campus publications.
- 3. Availability of drug counseling, rehabilitation and employee assistance programs** - A list of treatment centers and counselors in Danville will be given to any employee upon request.

B. Employee Drug and Alcohol Abuse Assessment Committee

Averett has established an Employee Drug and Alcohol Abuse Assessment Committee consisting of selected administrators, faculty and staff who will provide counsel, evaluation, referral, monitoring and other assistance to faculty and staff who have been identified (either self-identified or identified by others) as chemically-impaired employees and who agree to accept recovery assistance. This committee of four is appointed by the Leadership Team, Faculty Council and Staff Council for a term of two years and will consist of one member (appointed by Faculty Council), two Faculty members (appointed by Faculty Council) and one Staff member (appointed by Staff Council). This committee will assist any employee in working out an agreeable contract for obtaining necessary help and/or treatment for chemical addiction.

C. Violation of the Policy

This policy represents the University’s attempt to confront and deal with violations concerning substance use/abuse on the part of its employees. The University reserves the right to take appropriate action on any violation of these policies. Individuals found in violation of Averett’s Drug-Free Workplace Policy will be referred to the Drug and Alcohol Abuse Assessment Committee. This committee will confidentially work with the employee regarding the violation and the possible sanctions. The committee has the authority to impose the following sanctions deemed appropriate to the violation of the University’s policy:

- A. Encourage a voluntary self-referral to a substance abuse counselor or treatment center. Verification that the employee is involved in counseling and/or treatment must be supplied within a specified time period. This verification must be sent to the chairperson of the committee.
- B. If the employee refuses to self-refer to appropriate counseling and/or treatment, the committee can require mandatory counseling and/or treatment. When an employee is referred to an agency for substance abuse counseling and/or treatment, he/she will assume responsibility for all costs and for filing for insurance coverage under his/her individual policy. The University will be responsible for any costs or liability relative to his/her counseling and/or treatment.
- C. An employee who refuses to abide by the findings and recommendations of the committee will be referred to the President of the University and to Leadership Team for appropriate disciplinary action.
- D. Failure to comply with Averett’s Drug Free Workplace Policy can result in a range of sanctions including probation, suspension or eventual dismissal. Illegal activities involving controlled substances will be referred to the police department for investigation, arrest and the filing of appropriate criminal charges.

V. Policy Review Committee

As mandated by the Drug Free Schools and Communities Act Amendment of 1989, the Averett Drug-Free Workplace Policy will be reviewed biennially by a committee of five persons. This committee will be composed of the director of counseling, two faculty members (appointed by Faculty Council) and two staff members (appointed by Staff Council). This committee will review the alcohol and drug policies of Averett and determine their effectiveness to ensure they are up-to-date and consistently and fairly enforced. This committee must also recommend needed changes and see that all changes in Averett’s Drug-Free Workplace Policy are communicated in writing to all employees.

Averett University expects all employees to respect and abide by the policies outlined in this document.

Averett University Policy Statement for a Drug Free Workplace

I have read and understand the Averett University Policy Statement for a Drug Free Workplace and do hereby pledge to uphold and abide by this policy while employed at Averett University.

_____ (Employee Signature)

_____ (Date)