

DRUG AND ALCOHOL FREE WORKPLACE POLICY

The State University of New at Cobleskill is committed to the development and maintenance of a Drug and Alcohol Free work environment and, in accordance with the Federal Drug Free Workplace Act of 1988 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession or use of controlled substances while on-the-job or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment.

College employees (including student employees) are subject to the following:

1. The term “controlled substance” means a controlled substance in Schedules 1 through V of Section 202 of the Federal Controlled Substance Act (21 USC 812).
2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee in all college work locations is prohibited. An employee may possess and use a controlled substance, which is properly prescribed for him or her by a medical practitioner.
3. On-the-job use of or impairment from alcohol by an employee in all college work locations is prohibited.
4. An employee who unlawfully manufactures, distributes, dispenses, possesses or uses controlled substances in the workplace will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.
5. An employee who uses alcohol on the job or is impaired from the use of alcohol in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.
6. Any college employee convicted of a criminal drug or alcohol statute violation occurring in or on property owned or controlled by the college must provide a signed written notification to his/her supervisor of the conviction with five (5) days after the conviction. As required by the Federal Drug Free Workplace Act of 1988, the college will inform contracting or granting agencies of such convictions with ten (10) days after receiving notification from the employee or otherwise receiving notice of a conviction.
7. The college will make every effort to maintain a drug and alcohol free workplace. This effort will include drug and alcohol awareness education, an employee assistance program and the implementation and strict enforcement of this Policy.
8. Questions about this Policy should be referred to the campus offices responsible for student and personnel matters (Vice President for Student Affairs and Vice President for Administration).