

## 2-2.13

### DRUG AND ALCOHOL POLICY

Policies and Procedures - The purpose of this section is to briefly summarize the key points of the university policy regarding the distribution, possession, and use of alcohol and other drugs in order to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

**(1) Legal Issues** - The university's policy regarding the possession and consumption of alcohol and other drugs on campus has been developed in keeping with Washington State law and the Governor's policy on alcoholism and drug dependency. Washington State laws are described in the *Revised Code of Washington* and the *Washington Administrative Code*. Members of the University community may review these documents at the University library. State laws regulate behavior such as the consumption of alcohol in public places, the furnishing of liquor to minors, the illegal purchase of alcohol, and the distribution of controlled substances, to name a few. A brief description of applicable local, and state, and federal laws is provided in Addendum E. It is the employee's responsibility to have read, understood, and agree to abide by these local, state, and federal laws.

**(2) Proscribed Employee Conduct** - As a condition of employment at the university, all employees will abide by the terms of the Drug Free Workplace Act of 1988 that prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the university workplace. This Act also requires that employees notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.

In addition, university employees (i.e., faculty, staff, administrators, and student employees) are obligated to work effectively and cooperatively in their positions. Responsibility to improve substandard performance or to correct unacceptable work behavior rests with the individual employee, regardless of the underlying causative factors or circumstances that may be present. While alcoholism and/or other drug dependencies may be among the factors contributing to an employee's job performance problems, it remains the responsibility of the individual employee to seek appropriate treatment. Failure to correct unsatisfactory job performance or behavior, for whatever reason, will result in appropriate disciplinary action, ranging from verbal/written reprimand to termination of employment.

University employees are expected to be familiar with the University policies or codes that pertain to their employment on campus. Policies concerning the behavior of employees are contained in one or more of the following sources: The Exempt Employees' Code, Washington Administrative Code, Revised Code of Washington, the CWU Policy and Procedural Manuals, and Current Collective Bargaining Agreements..

The Wildcat Wellness Center (WWC) is the primary campus location for alcohol and other drug education, prevention and counseling. Staff are encouraged to contact the WWC (963-3213) for more detailed information.

**(3) Employee Education and Referral for Alcohol and other Drug Issues** - Alcoholism and drug dependency are defined as illnesses that may interfere with an employee's ability to perform assigned work satisfactorily or that adversely affect job behavior. Employees are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, drug dependency, or any other job-impairing personal problem. Assistance is available through a variety of professional resources on campus and in the community. Questions regarding medical insurance coverage for professional services should be referred to the employee's medical plan provider. The university contracts for confidential employee assistance with EAS (Employee Advisory Services), 360-753-3260 (Olympia) or 509-456-5000 (Spokane).

Supervisors are required to identify, document, and attempt to correct all employee job performance and/or work behavior problems, using standard corrective action procedures outlined in either personnel policies or the Faculty and Exempt Employees' Codes. They should not diagnose alcoholism, drug dependency, or any other complex medical-behavioral problem. However, corrective efforts may include referral to professional treatment resources at any time during the process. Supervisors are encouraged to share information regarding professional treatment services with employees on a regular basis. Pamphlets describing services are available from the CWU Human Resources Department or from the

director of the CWU Wildcat Wellness Center. Please visit the CWU Wildcat Wellness Center webpage for a current description of professional drug treatment and counseling resources [www.cwu.edu/~wwc/](http://www.cwu.edu/~wwc/).

**(4) Serving Alcoholic Beverages on Campus** - University departments and student organizations are encouraged not to involve alcoholic beverages in any sponsored function. If they choose to do so, they are urged to consider the effects and the responsibility they assume in making such decisions. If the members of the department or organization choose to include alcoholic beverages in their functions, they must comply with all local and state laws, as well as specified liquor guidelines.

All groups and organizations sponsoring social events held on the CWU campus and all recognized university groups holding events off campus which involve the serving and consumption of alcoholic beverages are obliged to comply with the procedures and guidelines outlined in CWU Procedural Manual and use a social attendant. Contact the Scheduling Center for more information on social attendants.

**(5) Advertisement** - There will be no marketing or advertising of alcoholic beverages on the Central Washington University campus, except as allowed by state law (RCW 66.28.160) or to promote an educational program.

**(6) Policy Implementation and Application** - This policy applies to all members of the Central Washington University community at all events, on or off campus, sponsored by the university, including clubs and organizations, and/or held in any university facility. It is expected that the university policy regarding alcohol and other drugs will be applied in a consistent manner.

*[PAC 12/19/01, BOT 03/15/02, Motion 02-16, PAC 04/06, PAC 09/05/07]*