

Christopher Newport University

Policy: Substance Abuse Policy – Employees and Others Working on Campus

Policy Number: 5030

Executive Oversight: Vice President for Finance and Planning and Chief Financial Officer
Contact Office: Human Resources
Frequency of Review: Biennially
Date of Last Review: Summer 2021

A. PURPOSE

Christopher Newport University is committed to protecting the health, safety, and welfare of the members of our campus community by assuring the workplace is free from substance abuse and that University contractors and employees perform their duties unimpaired by the effects of drugs or alcohol. This policy serves as a supplement to the Commonwealth of Virginia Department of Human Resources policy 1.05, [Alcohol and Other Drugs](#).

B. POLICY STATEMENT

The unlawful manufacture, possession, use, or distribution of drugs, controlled substances, or alcohol on Christopher Newport University property, is prohibited. Any employee whose performance is impaired by the prohibited use of drugs or alcohol in the workplace shall be subject to disciplinary action, including termination, and/or referral to an assistance or rehabilitation program at the discretion of management.

Alcohol consumption at on-campus events may be permitted; however, standards and expectations for appropriate conduct will be enforced. Violations of this policy will be handled according to existing personnel policies and procedures governing the conduct of administrators, faculty, and staff pursuant to the [Alcohol on Campus Policy 1025](#).

C. PROCEDURES

Should an employee or contractor exhibit impairment supporting a reasonable suspicion of the intemperate use of alcohol, drugs or other controlled substances, while working on campus or on University related business, the University may require testing for the presence of alcohol or drugs.

If the employee refuses testing, the disciplinary policies for misconduct will apply.

Any non-employee exhibiting such behavior, while working on campus or on University related business, will be removed from campus, possibly trespassed and the employer notified

where appropriate.

Employees must notify Human Resources in writing of any criminal drug statute conviction that occurred in or outside the workplace no later than five days after such conviction is entered.

D. REFERENCES

Virginia Department of Human Resources policy 1.05, [Alcohol and Other Drugs Alcohol on Campus Policy 1025](#)
University Handbook

E. APPROVAL AND REVISIONS

Approved By: Policy Committee, February 2018
Revision 1: Policy Committee, April 8 2021
Revision 2: Policy Committee, June 17, 2021

F. NEXT REVIEW DATE: Summer 2023