Christopher Newport University

Policy: Substance Abuse Policy – Employees and Others Working on Campus
Policy Number: 5030

Executive Oversight: Vice President, Strategy and Planning
Contact Office: Human Resources
Frequency of Review: Biennially
Date of Last Review: February 2018

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 illicit drugs, controlled substances, or alcohol on Christopher Newport University property, is prohibited. Employees are to perform their assigned duties unimpaired by the effects of drugs or alcohol. Any employee whose performance is impaired by the effects 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 behavior that would indicate reasonable suspicion (see behavior/incident documentation form) for the use of alcohol or controlled substances, the University has the right to 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 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

F. NEXT REVIEW DATE: February 2020