**BELMONT COLLEGE DRUG AND ALCOHOL POLICY 505.0120.15**

Section 5, Human Resources

Responsible College Officer Vice President of Organizational Effectiveness

Reformatted: March 2022

Initiated by: Vice President of Organizational Effectiveness

Reviewed by: Policy Coordinator

Approved by: Dr. Paul F. Gasparro, President

**PURPOSE**

The Belmont College Drug and Alcohol Policy is designed to educate employees and students of the dangers of drug and alcohol abuse, to establish the standards of a drug-free campus and workplace, and to ensure compliance with federal state and local government legislation including the Drug-free Schools and Communities Act Amendment of 1989 (PL 101-226), Section 1213 of the Higher Education Act of 1965, and the Drug Free Work Place Act of 1988, (Public Law 100-690).

**POLICY STATEMENT**

The College recognizes that the use and abuse of drug and alcohol can seriously impair employee and student performance and is therefore a College-wide concern. Due to the College’s concern, this Drug and Alcohol Policy is instituted. Employees, students, and visitors are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance; and the use of alcohol and unlawful use, sale, etc. of prescription drugs on College premises and in the workplace at Belmont College.

**PERSONS AFFECTED**

All employees, students, and visitors of Belmont College.

**DEFINITIONS**

*Alcohol* - liquid for drinks containing an intoxicating agent.

*Controlled Substance* - drugs whose general availability is restricted; and one of a number of drugs or other substances which are strictly regulated or outlawed because of their potential for abuse or addiction.

*College Premises* - Includes any property in use by the College; property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

*Drug-Free Workplace* - a site for the performance of work where employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

**PROCEDURES**

Notification

* Employees and students will be notified annually (No later than October 1) in writing that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on College premises and in the workplace.
* Employees who violate this prohibition may be subject to disciplinary action up to and including termination of employment. Students who violate this prohibition may be subject to disciplinary action up to and including expulsion from the College.

Drug-Free Awareness Program

* Establishing a drug-free awareness program, the College will inform employees and students about the health risks and the dangers of alcohol and drug abuse; the College’s policy of maintaining a drug-free campus and workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees and students for drug abuse violations occurring on College premises and in the workplace. A copy of this program will be provided annually in writing to every employee and for those students taking one or more classes for any type of academic credit except for continuing education units regardless of the length of the students’ program of study.
* These standards are intended to be in full compliance with federal drug-free schools and campuses regulations required in section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which adds section 1213 to the Higher Education Act and section 5145 to the Drug-Free Schools and Communities Act.

Condition of Employment

Employees will also be notified that, as a condition of employment, the employee will:

* Abide by the terms of the College’s Drug and Alcohol Policy; and
* Notify the employer of any criminal drug statute conviction for a violation occurring on any College premises (as defined in this policy) no later than five days after such conviction.

Employment under Federally Funded Grant

* The College will notify the appropriate federal agency within ten days after receiving notice of such a conviction from an employee or otherwise receiving actual notice of such conviction.
* Each employee engaged in the performance of a federally-funded grant will be provided a copy of this statement.

Action

Within 30 days of receiving notice of such conviction, the College will take one of the following actions with respect to any employee or student who is so convicted:

* Taking appropriate personnel action against such an employee or student, up to and including termination or expulsion from the College; or
* Requiring such employee and/or student to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Good Faith Effort

Through implementation of this policy, the College will make a good faith effort to continue to maintain a drug-free campus and workplace.

Rehabilitation Assistance

Those employees and students who may need assistance or rehabilitation with regards to drugs and alcohol do have options available to them. For further information about specific programs, please contact the ADA Coordinator or the Vice President of Organizational Effectiveness.

**CONSEQUENCE**

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment. Students who violate this policy may be subject to disciplinary action up to and including expulsion from the College.