

Responsible Office: Office of Human Resources

Applies to: Faculty, staff, and student employees

Policy

Denison University supports and maintains a drug-free work and living environment to provide for the health and safety of students, employees, and visitors. This policy complies with the requirements of the Drug-Free Workplace Act of 1988, and it is a condition of employment that each employee abides by the terms of this policy. Employees violating the policy may be subject to formal corrective action, as outlined in the Employee Discipline Policy, up to and including termination.

This policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; inappropriate use of prescription drugs at work; unauthorized use of alcohol by university employees on university premises or in university vehicles on or off campus; and working under the influence of alcohol, illegal drugs or while unlawfully using controlled substances.

The consumption of alcohol at events when the university has authorized such use is permitted. Use must be sanctioned by the university, permitted by the appropriate state agency when applicable, and only individuals of legal drinking age may consume alcohol at such events. This policy provides minimum standards; university departments may impose stricter standards.

Duty to Report

Any individual observed violating this policy must be reported immediately to the Office of Human Resources and Campus Safety. Failure to report may subject employees to corrective action up to and including termination.

Self-Disclosure of Convictions

Employees are required by federal regulations to report any drug or alcohol-related convictions occurring in the workplace to the Office of Human Resources no later than 5 days after such conviction. The university will notify the appropriate granting agency within 10 days after receiving notice of conviction from the employee. Within 30 days after receiving notice of conviction, the university will take appropriate personnel action against the employee up to and including termination or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. This information may subject the employee to corrective action, random testing requirements, and may be reported to the appropriate licensing authority.

Drug/Alcohol Testing Procedure

Federal, state, and/or local laws and regulations regarding drug/alcohol testing and monitoring will be followed when applicable. All information pertaining to an individual's drug/alcohol tests or results will be kept as confidential as possible, with only individuals who have a need-to-know being provided information or as required by law. All testing conducted under this policy will be done following standards established by the Office of Human Resources.

There are two situations when the university may conduct tests as defined within this policy:

1. **Ordered testing:** Testing required by federal regulations, licensure boards, other legal or regulatory entities, etc.
2. **Reasonable suspicion testing:**
 - a. Drug/alcohol testing of employees may be conducted if there is reasonable suspicion of working under the influence of alcohol or drugs. Testing must be based on objective facts or circumstances including but not limited to aroma of alcohol on breath, directly observed using drugs or drinking alcohol, erratic/strange behavior in the workplace, self-disclosure of selling or taking drugs or alcohol, diversion of medications, or upon verification of a drug or alcohol related conviction.
 - b. Testing may be ordered by the Office of Human Resources in consultation with a supervisor, chair, or other university designee. It must follow the guidelines as outlined in the Reasonable Suspicion Testing Process. Employees testing positive will be referred to the Employee Assistance Program (EAP). The evaluation will determine and recommend if substance abuse treatment or education is appropriate and necessary. The Office of Human Resources and the designated Medical Review Officer (MRO) will review the recommendation. The MRO may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.

Refusal to Test

An employee may be subject to corrective action up to and including termination if the employee refuses to test, adulterates, or dilutes the specimen, substitutes the specimen, sends an imposter, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Corrective Action

Employees are required to participate in an evaluation by EAP or an external Substance Abuse Professional (SAP) and/or follow through with an education/treatment program. If an employee refuses to participate, does not satisfactorily complete a required education/treatment program, or fails to report drug and alcohol violations listed within this policy, the employee may be subject to corrective action up to and including termination.

Contacts

Subject	Office	Telephone	E-mail/URL
Questions regarding EAP services	Office of Human Resources/ Benefits		Benefits@Denison.edu
Policy questions	Office of Human Resources	(740) 587-6299	HR@Denison.edu
Policy training questions	Office of Human Resources	(740) 587-6299	HR@Denison.edu

Resources

Drug-Free Workplace Act of 1988, [USCODE-2009-title41](#)
 Administrative Staff Handbook
 Supportive Operating Staff Handbook
 Faculty Handbook
 Student Employee Handbook
 Employee Discipline Policy