



SUNY Ulster Board Policy Manual

Policy Number	Policy Title
3.9	ALCOHOL AND DRUG-FREE WORKPLACE POLICY

Approval Date: December 18, 1989

The unlawful manufacture, distribution, dispensation, or use of alcohol or a controlled substance or both on the campus or in any other learning facility, in college vehicles, or while engaged in college-sponsored student activities is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages.

The College endeavors to deal with the use of alcohol or controlled substances or both on an individual counseling and medical-care basis. However, it will initiate action against any individual who, because of the consumption of alcoholic beverages or the use of controlled substances, becomes destructive, disorderly, or disruptive.

Any information that comes to the attention of the College concerning the sale, exchange, or transfer of drugs from one individual to another will be communicated to public officials. Ulster will not and cannot prevent Federal, State, or local officials of law enforcement agencies from their investigation and prosecution of drug law violators.

College employees must notify the Coordinator of Personnel Services of any criminal drug statute conviction for a violation occurring within the workplace within five (5) days of the conviction. Within ten (10) days of notification or other actual notice the College will advise the contracting agency of such conviction.

All college employees are advised that full compliance with this policy is a condition of their employment at the College. Any employee who violates the policy is subject to discipline up to, and including, immediate discharge in accordance with procedures established by the Collective Bargaining Agreements and the College's Board of Trustees policy.

At the discretion of the College, any employee who violates this policy may be required, in connection with, or in lieu of, disciplinary sanctions, to participate in an approved alcohol and/or drug assistance or rehabilitation program.



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Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training educational program Hegis Code: 5505, NYSED Code: 29497.

WHEREAS the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires us to amend the Drug-Free Workplace Policy to include alcohol, now, therefore, be it

RESOLVED that the Board of Trustees hereby amends the Drug-Free Workplace Policy, effective immediately, as follows:

ALCOHOL AND DRUG-FREE WORK PLACE POLICY

1. Prohibition Against Unlawful Presence of Alcohol and Controlled Substances in the Work place.

The unlawful manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance on College premises, in College vehicles, or while engaged in College activities, is strictly prohibited.

2. Notification of Work Place Drug Conviction.

College employees must notify the Employee Benefits Administrator of any criminal drug statute conviction for a violation occurring within the work place within five (5) days of such conviction. Within ten (10) days of such notification or other actual notice, the College will advise the contracting agency of such conviction.

3. Compliance as a Condition of Employment

All College employees have been hereby advised that full compliance with the foregoing policies shall be a condition of their employment at the College.

4. Sanctions for Violation of Drug-free Work Place Policy

Any employee of the College who violates the foregoing Alcohol and Drug-Free Workplace Policy described above shall be subject to discipline up to and including immediate discharge in accordance with procedures established by the Collective Bargaining Agreements and College Board of Trustees Policy.

5. Required Participation in Drug Rehabilitation



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At the discretion of the College, any employee who violates the College's Alcohol and Drug-Free Workplace Policy may be required, in connection with or in lieu of disciplinary sanctions, to participate in an approved alcohol and/or drug assistance or rehabilitation program.

and be it further

RESOLVED that in order to maintain an alcohol and drug-free workplace, the College will establish an awareness program to educate its employees on the dangers of alcohol and drug abuse in the workplace; the College's Alcohol and Drug-Free Workplace Policy; the availability of any substance abuse counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed for violations of the Alcohol and Drug-Free Workplace Policy. (Such education may include: {1} distribution of the College's Alcohol and Drug-Free Workplace Policy at the employment interview; {2} a discussion of the College policy at the new employee orientation session; {3} distribution of a list of approved alcohol and drug- assistance agencies, organizations, and clinics; {4} distribution of published educational materials regarding the dangers of substance abuse; {5} reorientation of all involved College employees in cases in which an alcohol and/or drug-related accident or incident occurs; {6} inclusion of the policy in employee handbooks and any other personnel policy publications at the College; {7} lectures or training by local substance abuse assistance experts; {8} discussion by College safety experts on the hazards associated with substance abuse; and {9} video tape presentations on the hazards of substance abuse.)

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