



DRUG AND ALCOHOL POLICY

Wheelock College is committed to creating and maintaining a campus environment that is free of the use of illicit drugs and alcohol. In compliance with the applicable laws and in accordance with its mission to improve the quality of life for children and families, the College maintains a strict policy with regard to substance abuse. The College also provides referrals to professional health care providers for the education, counseling and treatment of members of the College community as outlined in the policy.

ON-THE-JOB USE, MANUFACTURE, POSSESSION OR SALE OF DRUGS OR ALCOHOL

A. Illegal Drugs

The unlawful manufacture, distribution, dispensation, possession or use of controlled substance on College premises or while conducting College business off College premises is absolutely prohibited. Reporting to or being at work with illegal drugs in your system is also prohibited. Therefore, any such involvement with illegal drugs or alcohol will result in immediate dismissal from Wheelock College employment.

B. Legal Drugs

The use of any legally obtained drug, to the point where such use materially adversely affects the faculty, administration or staff member's job performance, is prohibited. The prohibition covers arriving on College premises under the effects of such drugs, including those obtained by prescription under medical direction. Employees are required to report the use of prescription drugs that could adversely affect job performance to their Dean, Supervisor, or Human Resources Director. Upon advice from a physician, reduced or light duty or a medical leave of absence may be necessary to protect health and safety within the College

C. Alcohol

The possession, consumption, purchase or sale of alcohol on College premises is prohibited. Further, no employees shall be under the influence of alcohol while on College premises or while performing College business off College premises. Failure to strictly observe these policies will result in disciplinary action up to and including immediate dismissal from Wheelock College employment.

The moderate use of alcohol by age-appropriate employees at Wheelock College sponsored events may be acceptable and approved by management under some controlled circumstances such as a special College-sponsored function

D. Notification of Conviction

In accordance with the law and as a condition of employment, employees are required to abide by the terms of this policy and are required to notify their Dean, supervisor or the Human Resources Director within five days of any drug or alcohol arrest, statute conviction, entry of a plea of nolo contendere or imposition of sentence for violation of a conviction of a criminal drug or alcohol statute. The College reserves the right to take whatever action it deems in the best interest of its employees, its students and/or its reputation in the larger community.

E. Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment at Wheelock College.

Self-Identification by Employees for Problems with Drugs or Alcohol

Employees who (1) take the initiative of advising their supervisor or the Director of Human Resources in advance of any issue or incident meriting (in the sole discretion of the College) termination from employment that they have a medical problem with regard to alcohol and/or drug use and (2) demonstrate a commitment to take necessary remedial action, will be eligible for consideration for an unpaid leave of absence for the purpose of treating such problem and will not be subject to disciplinary action for an attempt to recover. Alcoholism or drug dependency will not be considered an excuse for unsatisfactory performance or behavior. Consistent with federal and state law, the College's Leave of Absence policies apply.

The College sponsors an Employee Assistance Program (EAP) that provides a highly professional and completely confidential counseling and referral source for employees seeking assistance. The Group Health Plans offered by the College offer participants short and long-term counseling and medical services on both in and outpatient bases. Contact Human Resources for additional assistance.

Searches

The College reserves the right to search College facilities and property, including offices, desks, files, cabinets where personal belongings are kept, etc., when a reasonable need is established.

Employee Reporting Requirement – Legal Drugs

Employees who have been informed by a physician, pharmacist or other authorized medical personnel that the use of a legal drug may present a safety risk or inappropriate behavioral side effects, are required to report such drug use to their Dean, Supervisor or the Human Resources Director. Reduced or light duty, if available, or a medical leave of absence may be required.