

Effective: 5/19/98

QUINSIGAMOND COMMUNITY COLLEGE ALCOHOL & DRUG POLICY FOR EMPLOYEES

ALCOHOL CONSUMPTION:

The serving and/or consumption of alcohol by students and employees is strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events.

Exception: An event-sponsoring group or its designated agent may, no less than seven days prior to an event, submit a written request to the President (or his/her designee) seeking permission for an exception to this policy. To be valid, permission must be explicit, written, and issued in advance of the event. At College functions where alcohol is available, all State and Federal Laws will be enforced. The Dean of Students, Coordinator of Student Life, club advisors, athletic coaches and other responsible College employees are expected to communicate this policy to students to ensure compliance. Use of College funds for the purchase of alcohol is prohibited.

POSSESSION, USE, MANUFACTURE, OR DISTRIBUTION OF DRUGS:

In conformance with the Drug Free Workplace Act of 1988:

1. Quinsigamond Community College complies with all State and Federal Laws with regard to the possession, use, manufacture, and/or distribution of unlawful substances. All such activities are strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events. Violation of this policy by an employee will normally result in the termination of employment.
2. Employees convicted of any criminal drug statute violation in the workplace must, within five days of said conviction, report same to the Director of Human Resources through written notification.
3. The College, within thirty days of receiving such notice with respect to an employee who is convicted, will:
 - a. Take appropriate disciplinary action which may include termination of employment; and/or
 - b. Require such employee to participate satisfactorily in an appropriate drug abuse or rehabilitation program.

(continued)

INFORMATION, TRAINING AND ASSISTANCE:

The College annually sponsors a variety of alcohol and drug education programs for students and employees. The Offices of Student Support Services and the Health and Wellness Resource Center maintain a comprehensive list of support services in the community.

The College also provides an Employee Assistance Program for all employees. This service is administered by The Wellness Corporation and is available 24 hours per day, seven days per week at 1-800-828-6025. Other resources are on file in the Human Resources Office.