***FAST FACTS from Internal Control*** ***December 2010***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

**SUNY Fredonia Policy Number 012: Alcohol & Controlled Substances in the Workplace**

**I. REASON FOR POLICY**

The use of alcohol or controlled substances has a deleterious effect on our workforce. Employees, who, while on duty in an impaired status due to the use of alcohol or controlled substances, disrupt the efficient and effective delivery of educational and related services to students, coworkers, parents and visitors. Additionally, employees under the disabling effects of alcohol or controlled substances present a threat to all members of the campus community. Finally, to ensure compliance with the federal Drug-Free Workplace Act of 1988 and the New York Policy on Alcohol and Controlled Substances in the workplace this policy is authored. For all the above reasons, this policy is implemented.

**II. POLICY STATEMENT**

In compliance with the federal Drug-Free Workplace Act of 1988 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, SUNY Fredonia employees are subject to criminal, civil, and disciplinary penalties for any violation of the policy below:

* The unlawful use, possession, manufacture, dispensation, or distribution of a controlled substance (as defined in Schedules I through V of Section 202 of the Controlled Substance Act - 21USC812) in all SUNY Fredonia work locations is prohibited.
* Employees must notify the [Human Resources Office](http://www.fredonia.edu/humanresources/) of any criminal conviction for a drug-statute violation occurring in the workplace or at a work site no later than five (5) working days after such conviction. An employee so convicted shall be required to satisfactorily participate in a state-approved drug abuse assistance or rehabilitation program as a condition of continuing employment.
* Employees are prohibited from alcohol-related impairment on the job or in any SUNY Fredonia facilities.

Such illegal acts, even if engaged in while off duty, may result in disciplinary action. In those locations where it is permitted, an employee may possess and use a controlled substance that is legally prescribed for the employee by a physician. If a supervisor has a reasonable suspicion that an employee is unable to perform job duties because of an impairment that may be caused by use of a controlled substance or alcohol, the employee may be required to undergo medical testing. If the cause of the impairment is found to be drug or alcohol related, the Director of Human Resources, in conjunction with the employee's supervisor, may refer the employee to voluntary and confidential participation in the [Employee Assistance Program (EAP)](http://www.fredonia.edu/eap/). Other available options include pursuing leave procedures or disciplinary measures.

**III. AUTHORITY FOR POLICY**

Adopted April 30, 2003 by authority of the President's Cabinet.

If you have any questions, comments or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or amy.beers@fredonia.edu . Internal Control Committee members include Amy Beers, Jean Blackmore, Kevin Kearns, Karen Klose, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski and Daniel Tramuta.

SUNY FREDONIA POLICY WEBSITE: <http://www.fredonia.edu/policy/>