

Springfield College

ALCOHOL AND DRUG POLICY

The illegal or abusive use of alcohol or drugs by members of the Springfield College community adversely affects this educational environment. Therefore, all members of the Springfield College community are expected to exemplify high standards of professional and personal conduct. The primary purpose of Springfield College is to educate students in the development of spirit, mind, and body for leadership in service to humanity. This policy has been established to outline the expectations of employees at Springfield College in respect to the use of alcohol and illegal substances.

The scope and impact of health risks from alcohol and drug abuse are both alarming and well documented, ranging from mood altering to life-threatening with consequences that extend beyond the individual to family, organizations and society at large.

Springfield College has a policy of zero tolerance for the sale, possession or use of either drugs or alcohol. Springfield College seeks to assure the health and well-being of the entire College community. Therefore, consistent with state and federal laws, including the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the College has adopted the following policy designed to prevent the illicit use of drugs and the abuse of alcohol, and to provide opportunities for education and assistance to members of the College community.

Springfield College, in order to protect its interests as an educational institution and the safety of its employees, establishes policies and enforces their provisions.

Springfield College also recognizes that some forms of drugs and alcohol abuse are viewed as illnesses and has provided information on local counseling and treatment programs to help assist employees.

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Springfield College Policy:

1. Springfield College seeks to provide every employee with an environment that is free from illicit drugs, and/or alcohol.
2. Accordingly, the unlawful use, possession, purchase, sale, distribution and/or manufacture of illegal drugs, controlled substances, alcoholic beverages, and the improper use of prescription medicines on property owned; rented, leased or controlled by Springfield College or at any Springfield College event is prohibited.
3. Persons engaged in the aforementioned activities or under the influence of alcohol or controlled substances will be subject to dismissal and arrest.
4. Springfield College abides by Massachusetts State law concerning the sale, possession and use of alcohol. Persons under the age of 21 who purchase or knowingly possess an alcoholic beverage violate state law. Any employee who violates this policy may be

subject to prosecution, disciplinary actions and or/required to satisfactory complete an approved drug/alcohol abuse rehabilitation program.

5. All employees are expected to inform themselves and comply with the College's drug and alcohol abuse policy.

Contacts:

Director of Human Resources
Office of Human Resources
(413)748-3118

Chief of Public Safety
Department of Public Safety
(413)748-5555

Procedures

Nature of Substance Abuse Testing Dissemination of Information:

When it has been established by Springfield College that a testing procedure for drug or alcohol abuse is warranted, the following steps are taken:

1. Springfield College will require the employee to undergo medical testing. Such testing will be conducted according to the most current, and qualified professional testing methodology.
2. The results of the testing will become part of the employee's file, but not the employee's personnel file.
3. The employee will be provided with the written results of the tests.

Notification of a Drug-Related Conviction:

In accordance with the mandates of the Drug-Free Workplace Act, and as a condition of employment at Springfield College, all employees will:

1. Abide by the terms of this statement; and notify, as appropriate, their supervisor, vice president, administrator, and dean or department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
2. Within thirty calendar days of receiving notice of a conviction, the person notified under item 1 above shall consult with the Office of Human Resources at Springfield College.

The College will then:

- a. Take appropriate disciplinary action against the employee, up to and including suspension or termination, consistent with the Rehabilitation Act of 1973, as amended, or

b. Require the employee to participate successfully and provide evidence of such participation 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.

*Appropriate actions taken by the College will be reviewed on a case by case basis

Counseling and Treatment Programs Available:

Employee Assistance Program (EAP)

www.theEAP.com

Available 24-hours (413) 785-4216; 1-800-225-2527

The EAP provides services to Springfield College employees and families with assistance in dealing with a wide range of issues including alcohol and drug use.

Alcohol/ Drug Services of Western Mass

1400 State Street,
Springfield, MA 01109
(413) 732-7476

Alcohol/Drug Services of Western Massachusetts is an umbrella agency which coordinates a network of treatment, rehabilitation, and educational programs throughout the Springfield area.

Sloan Clinic Addiction Counseling

417 Liberty Street,
Springfield, MA 01104
(413) 734-3151

Sloan Clinic provides a wide range of services to individuals and families including counseling, early and crises intervention, and anti-abuse therapy.

Carlson Recovery Center

471 Chestnut Street
Springfield, MA 01107-2007
(413) 733-1431

Carlson Recovery Center provides 24-hour monitoring by trained health care professionals, individual counseling, education, peer group meetings, family therapy, and post-treatment planning.

Alcohol Anonymous (AA):

(413) 532-2111
474 Pleasant St. Holyoke
MA, 01040-2424

Narcotics Anonymous (NA):
(413) 747-0439
3052 Main St.
Springfield, MA 01103