

NATIONAL LOUIS UNIVERSITY

HUMAN RESOURCES POLICY AND PROCEDURE

POLICY TITLE:	Drug and Alcohol Free Workplace
EFFECTIVE DATE:	January 2005; Amended February 2016
SCOPE:	Full-time staff and faculty, Part-time staff and faculty Adjunct faculty, Student employees

PURPOSE

To establish and define University policy prohibiting the unauthorized use and sale of drugs and alcohol in the workplace.

POLICY

National Louis University is committed to maintaining a drug and alcohol-free workplace in order to ensure the safety and productivity of employees and the quality of the services it provides. To support this commitment, National Louis University prohibits the consumption of alcohol during work hours, and the manufacture, possession, use, or distribution of illegal drugs at any time on University premises or when conducting university-related business.

The University does however reserve the right to serve alcohol during University sponsored events to those of legal age. Authorization to serve alcohol at University sponsored events must be obtained in advance.

PROCEDURE

NLU does not conduct pre-employment drug and alcohol testing as a condition of employment. Nor does NLU conduct random drug testing, because the nature of our business is not high risk;. Therefore employees will not be asked to submit to drug and alcohol testing under normal circumstances.

If NLU obtains evidence or has reasonable suspicion that an employee is under the influence of unauthorized alcohol and/or drugs, the employee will be subject to a mandatory drug and/or alcohol test. Reasonable suspicion may include but is not limited to:

- The staff and/or faculty member appears confused or exhibits erratic behavior; or
- The staff and/or faculty member exhibits paranoia, slurred speech, or irrational behavior; or
- The employee is involved in an unexplained workplace accident.

The employee's manager, or another member of management, should immediately be made aware of the suspicion. The manager should then contact the Office of Human Resources and arrangements will be made to escort the employee to the nearest testing facility to be tested. Pending the results, the employee may be placed on administrative leave. Violations of this policy

or of any local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action, up to and including termination.¹

Employees who are involved in workplace accidents that result in injury and/or damage to University property may be required to undergo immediate drug and/or alcohol testing. Refusal to submit to testing after a workplace accident may result in disciplinary action, up to and including termination.

If an employee has concerns about drug or alcohol use – their own or others’ – they may want to consult with the University’s employee assistance program (EAP).

Treatment for drug or alcohol dependencies is covered under the EAP and/or the health plan. Moreover, employees who voluntarily enter treatment prior to discovery are fully protected under the Americans with Disabilities Act (ADA). Employees are therefore strongly encouraged to use their EAP and health benefits as soon as they believe there is a problem.

Employees undergoing prescribed medical treatment for any drug that may affect their ability to perform their jobs must report this treatment to the Office of Human Resources. The Office of Human Resources will work with the immediate supervisor to determine whether the University should temporarily change the employee’s job assignment for the period of treatment. Employees must keep all prescribed medications in its original container, which identifies the drug, date of prescription, and the prescribing doctor.

This policy is intended to comply with all state, local and federal laws governing drug and alcohol testing and prevention and is designed to safeguard employee’s privacy rights to the fullest extent of the law.

NLU will make every effort to keep the results of any drug and/or alcohol test confidential. Only persons with a strict need to know will have access to the results. The employee will be asked for his/her consent before results are released to anyone else. They should be aware, however, that test results may be used in arbitration, administrative hearings, and court cases arising as a result of the employee drug testing.

For additional information regarding NLU’s Drug and Alcohol Prevention Program, including impacts of abuse and educational guidelines, please refer to the Drug and Alcohol Prevention Program document posted on the [policies page](#) of the Community website.

Groundless or Malicious Charges

Accusations of inappropriate drug and alcohol use are treated with the utmost seriousness. They should never be made casually or without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. The same sanctions appropriate to a violation of the sexual harassment policy apply to those who bring charges in bad faith. At any time during the complaint process, the respondent may provide evidence to the Office of Human Resources that the charges are groundless and malicious. Bringing groundless and malicious charges may result in disciplinary action up and including termination. Additionally, they may also result in legal liability for the person filing the charges.

¹ Tenured faculty should refer to Faculty Policy 115 for a full description of the procedure for Termination of Tenured Faculty for Cause.