



PROVIDENCE
COLLEGE

Department of Human Resources

Date: January 26, 2015
To: All Faculty and Staff
From: Kathleen M. Alvino
Associate Vice President for Human Resources
Subject: Drug-Free Workplace Policy

Under the Drug-Free Workplace Act of 1988, Providence College is required, and committed to maintaining a drug-free environment for its employees and its students. This environment is guaranteed to be free from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on the Providence College property or during the course of the College business.

Federal regulations required the annual distribution of Providence College's Drug-Free Workplace policy. Please review the policy on the back of this memo and familiarize yourself with its contents. The policy also is posted on the Human Resources web site. If you have any concerns or questions, please call me at extension 2430.

We need to work together to ensure a safe campus environment for students, faculty, and staff.

DRUG-FREE WORKPLACE POLICY

Providence College is committed to insuring that all employees attend work confident that they will not be endangered by the use or abuse of drugs. We need to work together to maintain a safe, healthful and efficient working environment free from the harmful effects of drug abuse.

To comply with the federal Drug-Free Workplace Act of 1988, the College will enforce the following:

1. Any employee of Providence College, permanent or temporary, full-time or part-time, is prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on the College premises, in vehicles provided by Providence College, at any worksite or location at which College duties are being performed by Providence College staff members, or as part of any other Providence College activities. Any such activity constitutes grounds for immediate termination. Common examples of controlled substances, as defined by law, are cocaine, marijuana, methamphetamines, and heroin. Other drugs and substances that may be used and abused include, among others, alcohol, pain killers, sedatives, stimulants and tranquilizers. Any employee under the influence of drugs or alcohol that impairs judgment, performance or behaviors while on campus or on College business will be subject to discipline up to and including termination.
2. In order to provide pertinent, useful information and to emphasize Providence College's commitment to maintaining a drug-free campus, every employee will be provided periodically with written materials containing reminders about the dangers of drug abuse in the workplace. This material will describe the scope and availability of any drug counseling, rehabilitation, and employee assistance programs, and will restate the penalties that may be imposed for drug abuse violations in the workplace. At various times, the College will also schedule films and lectures pertaining to these topics.
3. Every employee is required to notify the Department of Human Resources of any criminal drug statute conviction for a violation occurring on the campus no later than five days after the conviction.