



## **Virginia Tech Alcohol and Drug Policy Summary**

In accordance with the federal *Drug Free Workplace Act of 1988*, the federal *Drug Free Schools and Communities Act of 1989*, and the *Commonwealth of Virginia's Policy on Alcohol and Other Drugs*, it is the policy of Virginia Tech that the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs by employees and students on University property or as part of any University activity is prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. Our failure to comply with this requirement could result in the loss of federal funds to the university.

The complete tests for Policy 1020: Policy on a Drug-Free University and Policy 1015: Alcohol Policy may be viewed at University Policies – Virginia Tech. The university's biennial review is available at [http://www.hr.vt.edu/employeescorner/files/file\\_hr\\_Corner\\_Summary\\_Report.pdf](http://www.hr.vt.edu/employeescorner/files/file_hr_Corner_Summary_Report.pdf).

### **Specific Acts Subject to Disciplinary Action**

1. The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace, on University property or as part of any University activity
2. Reporting to or remaining at work impaired by or under the influence of alcohol or illicit drugs
3. An action which results in criminal conviction for
  - a) A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
  - b) A violation of any alcoholic beverage control law, or law that governs driving while intoxicated, for conduct occurring in the workplace.
4. The failure to report to their supervisors in writing that they have been convicted of any offense as defined in item 3 above, with five (5) calendar days of the conviction. (Supervisors are required to report such occurrences to Human Resources immediately.)

### **Counseling, Treatment, and Rehabilitation Programs**

Confidential services to employees and to supervisors, who must confront employees with personal problems that affect the work environment, are available by contacting the Employee Assistance Program (EAP) administrator, Value Options, at 1-866-725-0602.

Students with alcohol-related questions should consult the Campus Alcohol Abuse Prevention Center located in 135 War Memorial Hall. Call 231-2233 or visit their website: <http://www.alcohol.vt.edu/>. Students who need information and confidential support related to drug use may contact Health Education at <http://www.healthcenter.vt.edu/he/about/index.htm>.

Other agencies, which may provide assistance or referral information are listed below:

- COVA Care: 1-866-725-0602 or <https://www.achievesolutions.net/achievesolutions/en/covacare/AboutServices.do>
- Employee Advantage: 540-231-9331 or <http://www.hokiewellness.hr.vt.edu/Emotional/EmployeeAdvantage.aspx>
- University Employee Relations: 540-231-9331
- Virginia Tech Cook Counseling Center: 540-231-6557 or <http://www.ucc.vt.edu/>
- New River Valley Community Services: 540-961-8400 or <http://www.nrvcs.org/>
- Virginia Department of Behavioral Health and Developmental Services: <http://www.dbhds.virginia.gov>
- Alcoholics Anonymous: Contact New River Valley Community Services: 540-961-8400 or <http://www.nrvcs.org/>, or contact online Alcoholics Anonymous services at <http://www.aa.org>

Information regarding an employee's enrollment in an alcohol and/or drug rehabilitation program shall only be disclosed with the employee's permission or when the agency determines that disclosure is necessary.

At the discretion of management, an employee may be granted leave from work to participate in rehabilitation programs for treatment of alcohol and other drug problems. Agencies should consider such treatment for classified employees as justification under Rule 10.4 of the Rules for the Administration of the Virginia Personnel Act, "Sick Leave."

As members of the university community, our common objective is to maintain a work environment free from the adverse effects of alcohol and drugs. For the university to remain in compliance, and as a condition of employment, employees must abide by the terms of these policies.

## **Attachments**

Controlled Substances Uses and Effects (<http://www.justice.gov/dea/pubs/abuse/index.htm>)

Federal Trafficking Penalties (<http://www.justice.gov/dea/agency/penalties.htm>)

Virginia Drug Penalties ([http://www.hr.vt.edu/downloads/docs/file\\_hr\\_drug\\_penalties.pdf](http://www.hr.vt.edu/downloads/docs/file_hr_drug_penalties.pdf))

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