

ADMINISTRATIVE POLICY

DRUG AND ALCOHOL-FREE CAMPUS AND WORKPLACE

This policy pertains to community, employees, and students.

Fox Valley Technical College supports the goals and policies of a drug and alcohol-free educational environment and workplace and is committed to providing students, faculty, staff, and visitors a safe and healthy campus and workplace. FVTC recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these issues. FVTC also recognizes that controlled substance use, and alcohol misuse diminish workplace productivity, student learning and presents concerns for overall campus safety.

The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to, the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Americans with Disabilities Act of 1990.

The following conduct is prohibited.

- **Alcohol** – Using, selling, manufacturing, distributing, possessing, storing, dispensing, purchasing, transferring, or being under the influence of alcohol on College owned or leased facilities, including grounds, and/or while conducting any College-related activity, except as authorized within this policy.
- **Controlled Substances** – Using, selling, manufacturing, distributing, possessing, storing, dispensing, purchasing, transferring, or being under the influence of controlled substances on College owned or leased facilities, including grounds. Unlawful possession, use, sale, or distribution of controlled substances or illegal or illicit drugs by any student, employee, or vendor on College property or at any College-sponsored activity is strictly prohibited. Controlled substances refer to any drug or substance that is legally prohibited by state or federal law including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines).
- **Other Misconduct** – Any other conduct that the College determines to be inconsistent with providing a drug and alcohol-free campus and workplace.

Limited alcohol service for community social events held at College facilities can be provided with prior authorization by the President. Responsible consumption of alcohol is permitted when representing the College at social events, either on or off-campus.

The legal use of over the counter or prescribed drugs is permitted on the job only when taken in standard dosage and/or according to a physician's prescription to the extent it does not impair an employee's ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees who take over the counter or prescribed medication or other lawful medication that can be legally prescribed under both federal and state law should inform their supervisors and Human Resources if they believe the medication will impair their job performance, safety, or the safety of others or if they believe

they need a reasonable accommodation before reporting to work while under the influence of that medication. The abuse of prescribed drugs is also prohibited in the workplace. Employees will, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off the College premises while conducting College business. A report of a conviction must be made within five (5) days after the conviction to the immediate supervisor, as required by the Federal Drug-Free Workplace Act.

The College will notify the appropriate Federal agency as required under the Drug-Free Workplace Act of any reported convictions of employees as identified above on a timely basis.

Any violations of this policy related to faculty or staff will be referred to Human Resources and any violations related to students will be referred to Campus Security for appropriate follow up and action.

Related Policies:

Employees with Pending Criminal Charges or Conviction Record
Smoke and Tobacco Free Campus
Vehicles

Adopted: 09/18/1990

Reviewed: 04/19/2022, 01/20/2025

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