



# Administrative Policy Alcohol and Drugs (Employees)

**Approved By:** President

**Date Approved:** July 24, 2017

**Effective Date:** July 24, 2017

- 1. Summary:** This policy establishes requirements for employees regarding consumption of alcohol, drugs, or other impairing substances.
- 2. Rationale:** This policy is necessary to ensure a safe and productive work environment that embodies the values of the College.
- 3. Entities Affected:** employees
- 4. Definitions:**  
*drug:* includes all controlled substances, including inhalants, the use of which is unlawful under state or federal law. Prescription drugs, taken as medically directed, are excepted, but employees who use such drugs are required to inform their supervisor if the use may impair their ability to perform any assigned essential functions of the job safely and efficiently.
- 5. Policy:** The Administration of Criswell College is dedicated to providing employees with a safe and productive work environment. It is recognized that alcohol, drug, or other substance abuse impairs the ability to perform properly and will have serious adverse effects on safety, efficiency, and the productivity of other employees and the organization as a whole.

An employee's unlawful use, possession, purchase, distribution, dispensation, or manufacture of any drug while on Criswell College premises or while performing services for Criswell College, or at any other time, on or off campus, is strictly prohibited. The use of legal prescription drugs without medical authorization, or the abuse of any drug is likewise prohibited. The College also prohibits reporting to work or performing services for the College while impaired by the use of alcohol or drugs.

Criswell College acknowledges the varying views on alcohol consumption represented within the Christian community. We ask our staff and faculty to abstain from alcohol as an example of wisdom for our students and as a witness to our community. We believe the college experience is not just about imparting knowledge but cultivating virtue. This policy allows us the opportunity to model godly abstinence and submission to authority.

Compliance with abstention from alcohol as stated above is suspended for a limited number of exceptions, such as liturgical purposes and medically supervised medication.

## **Consequences of Violating the Alcohol and Drugs Policy**

Compliance by all employees with the terms of this policy is a condition of continued employment with Criswell College. Any acts in violation of this policy are inconsistent with the College's interests, and any employee who violates this policy will be subject to immediate disciplinary action, up to and including termination of employment. Evidence of use, sale, or possession of prohibited drugs may be reported to the appropriate law enforcement agencies.

Alcohol and drug dependencies are treatable conditions. Employees with current alcohol or drug abuse problems are encouraged to voluntarily seek assistance for their problems.

**6. Procedure:**

- a. **Implementation:** not applicable
- b. **Responsibility for Compliance:** Chief Financial Officer
- c. **Notification:** This policy will be posted on the College's website and will be published in its entirety or in summary in the College's *Employee Handbook*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 2.049
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	July 24, 2017