



Facilities Management Department Policy Statement #17

Alcohol and Drug Free Workplace

1. Purpose

The purpose of this policy is to define expectations of Facilities Management's employees with respect to drugs and alcohol, to clarify the consequences of failing to abide by these expectations, and to identify the resources available to assist in dealing with substance abuse issues. Facilities Management is one of the largest departments on the campus of the University of North Carolina at Charlotte. Due to the 24-hour nature of our business in servicing the entire campus, we all play a critical role in contributing to a safe environment for students, faculty, and staff. This policy serves to ensure we are capable of fulfilling our responsibilities.

2. Policy

The use of alcohol and/or illegal drugs in the workplace is prohibited. Facilities Management is committed to an alcohol and drug free work environment to ensure we are conducting ourselves in accordance with our organizational values and Code of Conduct. This policy compliments University Policy 711, Program to Prevent Use of Illegal Drugs and Alcohol Abuse (<http://legal.uncc.edu/policies/up-711>):

3. Consumption of illegal drugs or alcohol during your scheduled work day

Facilities Management employees are explicitly prohibited from consuming alcohol or illegal drugs during the course of their scheduled workday. The use of illegal drugs and or alcohol during the course of a scheduled workday will result in disciplinary action up to and including termination and in accordance with the University's progressive disciplinary policy (Personnel Information Memorandum #7, Disciplinary Action, Suspension and Dismissal <http://hr.uncc.edu/disciplinary-action-suspension-and-dismissal>.)

This prohibition includes breaks, lunch periods, and social events when returning to work that day.

4. Responsibilities

A. Employees:

Employees are expected to report to work during their scheduled work hours, fully prepared to perform the essential functions of their jobs. No employee shall report to work impaired by illegal drugs or alcohol. If an employee reports to work and is exhibiting signs of impairment, he or she will be placed under investigatory suspension and escorted from the campus. Further steps outlined by the University's progressive disciplinary policy (PIM# 7 Disciplinary Action, Suspension and Dismissal) will be followed. The results of the investigation can lead to further disciplinary action up to and including termination.

B. Supervisors:

Supervisors must fully understand this policy. This policy must be administered consistently among all members of Facilities Management. A supervisor who ignores the use of drugs or alcohol as described in this policy is failing to implement this policy, shirking their leadership duties, and subject to disciplinary action. The supervisor's primary responsibility is to ensure safety first. Therefore, if an employee is suspected to be under the influence of drugs or alcohol during the course of their workday the supervisor should:

- i. Ensure the employee is not in contact with students, staff, faculty or equipment/machinery and or motor vehicles. *SAFETY FIRST!*
- ii. Act with discretion in order to prevent disruption of any and all campus activities.
- iii. Request that the employee report to your office or a private area immediately along with another member of management.
- iv. Interview the employee to confirm whether or not the employee is under the influence.
- v. If you determine the employee is under the influence, help the employee go to their home by the safest means possible. If necessary, enlist the help of outside resources (Human Resources or Campus Police should be a called if absolutely necessary). Document actions you have taken in writing. Consult with your chain of command at the earliest opportunity.
- vi. Supervisors should never permit an employee suspected of being under the influence of drugs and/or alcohol to operate a motor vehicle.
- vii. Throughout the process of addressing substance abuse concerns, supervisors should maintain the strictest level of confidentiality.

5. Resources for substance abuse issues

The University of North Carolina at Charlotte partners with ComPsych GuidanceResources® Worldwide to provide Employee Assistance Program (EAP) benefits to full-time permanent employees at UNC Charlotte. These services are available 24-hours a day, 7-days a week. This benefit provides such services as short-term counseling and assessments, referrals, prevention/education resources, and crisis intervention. All services are confidential. Facilities Management's expectation is that employees with substance abuse issues will voluntarily seek assistance. However, in situations where employees are suspected of being under the influence of illegal drugs and or alcohol during the workday, it is necessary for management to follow the appropriate procedures as outlined.

Philip M. Jones
Associate Vice Chancellor
Facilities Management

Initially Approved: October 4, 2012

Reviewed: October 7, 2015 – No revisions