



**RU Policy No. 2.6**

**Responsible Division:** Human Resources

**Originally Issued:** 09/2015

**Last Revised:** 07/2019

**Revised Effective Date:** 07/2019

**Drug- and Alcohol-Free Workplace Policy**

**Policy Statement**

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In compliance with the Drug-Free Workplace Act of 1988, Roosevelt University has a longstanding commitment to provide a safe, quality-orientated, and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of the University's students and employees, and to its facilities. For this reason, the University is committed to the elimination of drug and alcohol use and abuse in the workplace.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University's properties, including but not limited to the Auditorium Theatre of Roosevelt University ("ATRU"). Unless otherwise stated, the following terms apply to this Policy:

- **"At work"** or **"during work hours"** means a time during which an Employee is engaging in their normal employment duties, but does not include University-sponsored and other on-campus events that occur after the work day or other circumstances under which alcohol may be acceptable in the context of the event.
- **"Employee"** as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
- **"Drug"** means any drug that (i) is not legally obtainable, as defined by federal law, or (ii) that is legally obtainable, as defined by federal law, but has not been legally obtained. This term includes prescribed drugs that are not being used for prescribed purposes or that are not being used by the person to whom they were prescribed. This term also includes substances that may be legally obtained under state law.
- **"Under the influence"** means that the Employee has demonstrated observable actions or behaviors that create a reasonable suspicion that they are under the

influence of or impaired by a Drug or Alcohol. Examples of such actions or behaviors are:

- Odors (smell of alcohol, body odor, or urine)
  - Movements (unsteady, fidgety, dizzy)
  - Eyes (dilated, constricted, watery eyes; involuntary eye movements)
  - Face (flushed, swearing, confused, or blank look)
  - Speech (slurred, slow, distracted mid-thought; inability to verbalize thoughts)
  - Emotions (argumentative, agitated, irritable, drowsy)
  - Actions (yawning, twitching)
  - Inactions (sleeping, unconsciousness, no reaction to questions)
- **“Refusing to cooperate”** means that the Employee has obstructed the collection or testing process, including by: refusing to submit to a drug or alcohol test, as directed by Human Resources; failing to show up for a scheduled test; submitting an altered, adulterated, or substitute sample; refusing to complete the required drug or alcohol testing forms; or failing to promptly provide a specimen for testing when directed to do so, without a valid medical basis for the failure.

### ***Policy***

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An Employee who creates a reasonable suspicion of being under the influence of a Drug or Alcohol may be sent for a drug or alcohol test and/or asked to explain their behavior.

The University also reserves the right to inspect all portions of its premises for Drugs, Alcohol, or other contraband. All Employees, Students, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a Drug, Alcohol, or other contraband/paraphernalia.

The following conduct is prohibited by this Policy:

- Using, possessing, distributing, or being under the influence of a Drug or Alcohol while at work or during work hours. Using, possessing, or distributing contraband/paraphernalia.
- Interfering with or refusing to cooperate with a search conducted by the University.
- Interfering with or refusing to cooperate with respect to a required drug or alcohol test.
- Driving themselves to or from the facility to which the Employee is sent for a drug or alcohol test.
- Testing positive for the presence of a Drug or Alcohol and failing to provide a satisfactory excuse for the positive result. Whether an excuse is satisfactory is solely in the discretion of the Vice President for Human Resources/Chief Human Resource Officer.

An Employee who violates this Policy is subject to disciplinary action, up to and including termination. Depending on the nature of the violation, the University may also contact the appropriate law enforcement officials.

***Entities Affected by this Policy***

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All Divisions of the University.

***Related Documents***

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All University Policies, including: RU Policy No. 2.17 (Professional Code of Conduct).

***Revision and Implementation***

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The Vice President for Human Resources/Chief Human Resource Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The Vice President for Human Resources/Chief Human Resource Officer shall have the authority to establish any procedures necessary to implement this Policy.