

WELLS COLLEGE DRUG-FREE WORKPLACE POLICY

Wells College has long been committed to providing a safe, secure, and comfortable work and living environment for all members of the College community. To continue our efforts toward that goal, and in compliance with the Drug-Free Schools and Campuses Regulations and the Drug-Free Workplace Policy, the College prohibits the unlawful use, possession, distribution, and manufacturing of controlled substances (drugs) in and on Wells College-owned or -controlled property. Wells College is also committed to providing drug prevention programs and to educating the Wells community regarding the health risks associated with the use of illicit drugs and the abuse of alcohol or other drugs.

A). Compliance with Drug-Free Policy as condition of employment:

Compliance with the provisions of this policy shall be a condition of employment at Wells College.

B). Employee Obligation to Notify Employer of Any Criminal Drug Statute Conviction:

In compliance with the federal law, any faculty, staff, or student employee convicted of any criminal drug statute violation which has occurred in the workplace is required to notify the Human Resources Office or Security Office, in writing within five calendar days after the conviction.

C). Supervisor's and Academic Officials' Obligation:

It is the Supervisors' or Academic Officials' responsibility to notify the Human Resources Office (preferably in writing) immediately after having knowledge, and/or receiving information of a conviction as described in "B" above.

D). Employer's Obligation to Notify the Federal Government of Employees' Drug Statute Conviction:

The Office of Human Resources will notify the federal funding agency within ten (10) days of receipt of notice from an employee or otherwise receiving actual notice of an employee conviction as described in "B" above.

E). Sanction for Violation or Non-Compliance:

Although the College hopes to deal with drug problems without the intervention of external agencies, the College cannot stand between the employee (faculty, staff, student) and the law. The College will not condone criminal activity on its property, and will take appropriate personnel action, up to and including termination in accordance with the Faculty Manual, Collective Bargaining Agreement, Staff Handbook or Student Code of Conduct Policy. Violations may also require participation in a drug abuse assistance and or counseling program. The College reserves the right to impose any sanction to any violation.

Maintaining a Drug Free Workplace

The Wells College policy on the use of drugs is primarily one of prevention and rehabilitation. The College offers drug awareness educational programs, dissemination of drug awareness information and provides counseling and medical service to all members of the College Community, as well as the strict enforcement of the policy.

Federal and State Sanctions

The Existing federal, state, and local laws prohibit the possession, use, manufacture, and distribution of controlled substances. An employee or student who violates the Colleges' Drug Free Policy is subject both to the Colleges' sanctions and to criminal sanctions provided by federal and state law. Degree and penalties vary depending upon the type of substance, amount of substance, prior record of individual and age of individual.

Federal Law

Violation of federal laws regarding illegal substances can result in substantial fines and imprisonment as well as forfeiture of property and denial of federal benefits, including financial aid. For more information, the Federal Trafficking Penalties table can be found online at [http:// www.dea.gov/druginfo/ftp3.shtml](http://www.dea.gov/druginfo/ftp3.shtml).

State Law

Alcohol offenses and penalties in New York State are defined by the Alcoholic Beverage Control Law and Penal Law. Under New York State law it is illegal:

- For a person under the age of 21 to consume alcohol or to possess alcohol with the intent to consume it.
- To sell, deliver, or give away alcoholic beverages to any person actually or apparently under the age of 21.
- To sell, deliver, or give away any alcoholic beverage to any intoxicated person or any person under the influence of alcohol.
- To sell, deliver, or give away any alcoholic beverage to any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverage.
- To sell alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, without an Alcoholic Beverage Control license.
- For any person under the age of 21 to present or offer identification of age which is false, fraudulent, or not their own, for the purpose of purchasing alcohol or attempting to purchase alcoholic beverages. It is also illegal for another person to misrepresent the age of someone under 21 for the purpose of helping the person under 21 obtain alcohol.
- To operate a motor vehicle with the blood alcohol content between .05 and .07 percent. This is known as “Driving While Ability Impaired,” or DWAI. “Driving While Intoxicated” (DWI) is defined by a blood alcohol content of .08 percent or greater, and is also illegal.
- For any person under the age of 21 who operates a motor vehicle while having a blood alcohol content of .02 percent or greater (a very low threshold).
- The State of New York Penal Law (Articles 220, 221 and 178) define a wide range of offenses and penalties for possessing or distributing marijuana and other controlled substances. Sanctions include fines and imprisonment ranging from several months to life.

Health Risks of Drugs and Alcohol

Following is a summary of health risks associated with alcohol abuse and the use of specific types of drugs:

Alcohol - Alcohol consumption has acute effects on the body and causes a number of marked behavior changes. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses increase the incidence of a variety of aggressive acts including risk-taking behaviors. Moderate to high doses of alcohol cause marked impairments in mental functions, severely affecting a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

Illicit Drugs - Drugs interfere with the brain’s ability to take in, sort and synthesize information. They distort perception, affect sensations and impair memory. Specific health risks associated with particular types of drugs are listed below:

Cocaine/Crack - Cocaine stimulates the nervous system, elevates blood pressure, increases heart and respiratory rates and elevates body temperature. Cocaine can produce psychological and physical dependency. Effects of the use of crack include increased pulse rate, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine in any form, but particularly crack, can cause sudden death from cardiac arrest or respiratory failure.

Marijuana - Marijuana may increase the heart rate, produce bloodshot eyes, a dry mouth and increased appetite. It may impair short term memory, alter sense of time and reduce the ability to perform tasks requiring coordination and concentration. Research shows that motivation and cognition may be altered and that marijuana can cause severe psychological damage. Marijuana also damages the lungs and pulmonary system and contains more cancer-causing agents than tobacco smoke.

Narcotics - Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Amphetamines - Amphetamines (uppers) can cause increased heart and respiratory rates, elevated blood pressure and decreased appetite. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.

Barbiturates - Barbiturates (downers) have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of alcohol and barbiturates will multiply the effects, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Hallucinogens - Hallucinogens interrupt the functions of the brain that control the intellect and keep instincts in check. The use of hallucinogens may produce a sense of distance and estrangement, panic, confusion, suspicion, anxiety and loss of control. Large doses may produce convulsions and coma, and heart and lung failure.

Inhalants - The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

For more information on the effects of specific substances visit, <https://www.dea.gov/druginfo/factsheets.shtml> and/or <https://www.samhsa.gov/atod>

Employee and Student Assistance Programs

- A). Drug Counseling and Rehabilitation
Up to three (3) free, confidential, professional counseling sessions will be provided by, and is available to all full-time employees and their dependents to assist them with drug and alcohol related problems. The counseling service will assess each individual case and may refer the employee or dependent to a community resource that can provide the best degree of assistance and rehabilitation.

- B). Counseling and Medical Services for Students
Students are urged to seek help for themselves or on behalf of others from the consulting physicians and or counselors at the Community Health Center, any member of the Dean of Students department or other members of the Faculty and Administration. When, in

the judgment of the physician and the Dean of Students, a student requires help beyond the facilities of the college, a medical leave of absence will be granted.

C). Community Health Center

The Community Health Center will offer ongoing drug education and awareness programs for the College and for the College Community and will provide drug informational materials.

D). Department and Employee Training

Upon request from an individual Department, the Human Resources Office will arrange sessions on campus for employees regarding drug and alcohol abuse and treatment facilities.

CONTACT/HELP LINES INFORMATION

Local:

Community Medical Center – 315.364.3273 or 315.364.3388

Cayuga Counseling – 315.253.9795

CHAD (Confidential Help for Alcohol & Drugs) – 315.253.9786

State:

Office of Alcoholism and Substance Abuse Services – HOPEline – 1.877.8HOPENY (46.769) or <https://www.oasas.ny.gov/accesshelp>

National:

DRUGABUSE.COM – 1.877.727.2415 or <https://drugabuse.com/library/drug-abuse-hotlines>

Substance Abuse and Mental Health Services Administration - SAMHSA's National Helpline - 1-800-662-HELP (4357) or <https://www.samhsa.gov/find-help>