

SUBSTANCE ABUSE PREVENTION

1. GENERAL

Unless a standard of conduct is specifically limited to a particular group, the standards apply to all faculty and staff. This policy is not intended to affect the University's right to manage its workplace, discipline its students, faculty or staff, nor does this policy guarantee employment, or guarantee terms or conditions of employment. No contract for employment, either expressed or implied, is created. This policy may be modified from time to time, as Wake Forest University deems appropriate.

2. DEFINITIONS

- a. The term "substance abuse" as used in this policy includes, but is not limited to:
 - (1) reporting to work or working while affected by alcohol;
 - (2) chemical dependency on alcohol or other drugs where job performance, participation in academic programs or safety of employees, students or visitors may be adversely affected; or
 - (3) the use of illegal drugs.
- b. The term "illegal drugs" as used in this policy includes, but is not limited to:
 - (1) marijuana, cocaine, heroin, opiates, amphetamines and similar drugs whose possession and use are prohibited under state and federal law;
 - (2) prescription drugs unless taken as validly prescribed by the employee's or student's physician; and
 - (3) "designer drugs", "look alike", synthetic drugs, and similar substances.

3. STANDARDS OF CONDUCT

- a. As a condition of employment, each employee of Wake Forest University is required to comply with the terms of this policy:
 - (1) The sale, distribution, manufacture, possession or use of illegal drugs, or drug paraphernalia is prohibited.
 - (2) The possession or use of alcohol on any Wake Forest University property is prohibited unless its use is part of an authorized Wake Forest University activity. Distribution of alcohol to persons under the age of twenty-one and possession or use of alcohol by persons under the age of twenty-one on Wake Forest University property or as part of any Wake Forest University activity is prohibited.
 - (3) All employees and students are prohibited from working while behavior, job performance or health is adversely affected by alcohol.
 - (4) Wake Forest University reserves the right to require a substance abuse screening test or medical evaluation from individuals whose job performance, behavior, or health reasonably suggests substance abuse. Failure or refusal to comply with a substance abuse screening test or assessment may result in termination of employment.

SUBSTANCE ABUSE PREVENTION

(5) All information concerning medical examinations, drug or alcohol testing results, or rehabilitation and treatment of an employee or student should be treated as confidential information subject to disclosure on a need-to-know basis.

- b. In order to fulfill our obligations under the Drug Free Workplace Act, employees are required to notify the Human Resources Department in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

4. DISCIPLINARY SANCTIONS

Wake Forest University will impose disciplinary sanctions on faculty, staff and students who violate the above standards of conduct. Among the disciplinary sanctions, which may be imposed on faculty and staff, are: oral warning, written reprimand, disciplinary suspension, termination, and referral for prosecution. Wake Forest University may require evaluation and successful completion of an appropriate rehabilitation program as a disciplinary sanction.

5. IDENTIFICATION AND REHABILITATION

- a. Early recognition of substance abuse is important for successful rehabilitation. Wake Forest University encourages individuals with a chemical dependency problem to voluntarily seek assistance. An individual's job will not be jeopardized solely because the individual voluntarily seeks assistance in the treatment and recovery from chemical dependency if the individual seeks treatment prior to any violation or disciplinary action. Eligibility to participate in any subsequent rehabilitation programs will be at the discretion of Wake Forest University.
- b. Any faculty or staff member, if given the option to participate in a rehabilitation program, will comply with the treatment and rehabilitation requirements set forth below or resign from his or her position with Wake Forest University. Any such individual electing treatment and rehabilitation will:
- (1) Satisfactorily participate in a substance abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health law enforcement or other appropriate agency at the individual's expense. Wake Forest University Employee's Medical Plan may provide coverage for certain counseling or rehabilitation services.
 - (2) Provide evidence satisfactory to Wake Forest University of continued outpatient therapy in an approved program appropriate to the treatment recommendation.
 - (3) Remain substance free after completing a rehabilitation program for chemical dependency, and participate in random drug testing during rehabilitation, and for up to two years following completion of the rehabilitation program.
 - (4) Failure to comply with these requirements may result in dismissal.

SUBSTANCE ABUSE PREVENTION

APPENDIX A – LEGAL SANCTIONS

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

Students, faculty, staff, and visitors are subject to all federal, state, local laws and University Rules and Regulations. Possession of or use of illegal drugs on any property owned by the University is prohibited. Anyone who suspects or has knowledge of illegal drug use is responsible for reporting this information to the University Police Department immediately.

On-Campus

Emergencies Only (Campus Phone) 5911

Non-Emergency (Campus Phone) 311

Calling from Off-Campus (336) 758-5591

Calling from Off-Campus (336) 758-5911 (Emergencies Only)

Crime Stoppers (336) 758-4477

Silent Witness www.wfu.edu/police
Submit information about suspicious activities that you suspect to the University Police by the Internet. All information is confidential and sender remains anonymous.

*Added by the Director of Human Resources, February 4, 2003
Administrative Updates by the Compliance Manager, March 10, 2010*

SUBSTANCE ABUSE PREVENTION

APPENDIX B – HEALTH RISKS

Alcohol - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannibis (Marijuana, Hashish) - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens - Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines - Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin - Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Abuse of Prescription Drugs – Misuse of medicines prescribed by a Health Care Provider for treatment of illness, injury or pain management.

Added by the Director of Human Resources, February 4, 2003

SUBSTANCE ABUSE PREVENTION

APPENDIX C – COUNSELING, TREATMENT, AND REFERRAL RESOURCES

The following resources are available for individuals with a chemical dependency problem:

Students may seek assistance from:

Counseling Center
Reynolda Hall, Room 118
(336) 758-5273 Office
(336) 758-1991 FAX

Student Health Services
George C. Mackie Health Center
Reynolds Gymnasium
(336) 758-5218 Center
(336) 758-6054 FAX

Faculty and Staff may seek assistance from:

Employee Assistance Program (Personal Assistance Network)
Wake Forest University Baptist Medical Center
Piedmont Plaza
(336) 716-5493 Office
(800) 820-3997 Employee Telephone Access Program

Human Resources Department
University Services Building
(336) 758-4700 Office
(336) 758-6127 FAX

Faculty, Staff and Students may contact:

University Police
H.S. Moore Building
(336) 758-5591 Police Communications Office (Davis Police Satellite Office)
(336) 758-4283 FAX

Added by the Director of Human Resources, February 4, 2003
Administrative Updates by the Compliance Manager, March 11, 2010