

**Drug-Free Schools and Communities Act (DFSCA)
Biennial Report**



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

January 2020

2017-2019 Drug and Alcohol Biennial Review: University of Saint Joseph

The Higher Education Act of 1965 (as amended by the Safe and Drug-Free Schools and Communities Act of 1994) requires that any institute of higher education receiving federal funding must implement a program to prevent the abuse of alcohol and the use of illicit drugs by students and employees. The Department of Education's regulations require that universities must 1) distribute certain drug and alcohol prevention information to students and employees every year; and 2) conduct a review of their drug and alcohol prevention programs, and their effectiveness, every other year. This document constitutes a biennial review for the University of Saint Joseph.

I. Review of Alcohol and Drug Policies

A review of the University of Saint Joseph's policies demonstrates the University's compliance with the requirements of the Drug-Free Schools and Communities Act. The University's policies contain the following regulations:

- A. Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on USJ's property or as part of its activities.
- B. A description of health risks associated with the use of alcohol and drugs.
- C. A description of applicable legal sanctions under local, state, or federal law.
- D. A description of applicable counseling, treatment, or rehabilitation programs.
- E. A statement of disciplinary sanctions the University will impose on students, employees, and a description of those sanctions

For Students:

The University of Saint Joseph Student Handbook is distributed via email from the Division of Student Affairs annually in the fall to students. The Student Handbook can be found on the main webpage at: <https://www.usj.edu/wp-content/uploads/2017/07/2019-2020-Handbook-101819.pdf>

Attached are University of Saint Joseph's Student Alcohol and Drug Policies:

- *University of Saint Joseph Policy on Alcohol and Other Drugs* – 2018-2019 Student Handbook Pgs. 64-65. (See Appendix A)
- *University of Saint Joseph Student Disciplinary Consequences* – 2018-2019 Student Handbook Pgs. 64-65. (See Appendix A)
- *University of Saint Joseph Health Risks of Alcohol Use* – 2018-2019 Student Handbook Pgs. 65. (See Appendix A)
- *University of Saint Joseph Health Risks of Other Drug Use* – 2018-2019 Student Handbook Pgs. 66. (See Appendix A)
- *University of Saint Joseph Resources and Substance Use Treatment Services* – 2018-2019 Student Handbook Pgs. 66. (See Appendix A)
- *University of Saint Joseph Code of Conduct: Alcohol and Controlled Substances* – 2018-2019 Student Handbook Pgs. 35-36. (See Appendix B).

- **University of Saint Joseph Code of Conduct: Sanctions**
2018-2019 Student Handbook Pgs. 40-41. (See Appendix B)

For Staff:

The University of Saint Joseph’s Drug and Alcohol Policy for Faculty and Staff is reviewed and signed by all new hires. A notification regarding the University of Saint Joseph’s Drug and Alcohol Policies for Faculty and Staff is emailed to all employees on an annual basis in the fall. Information about the Employee Assistance Program, which includes confidential counseling for substance use, is included in the hiring packet and available online at MyUSJ/Employee/.

Attached is the Employee Drug and Alcohol Policy:

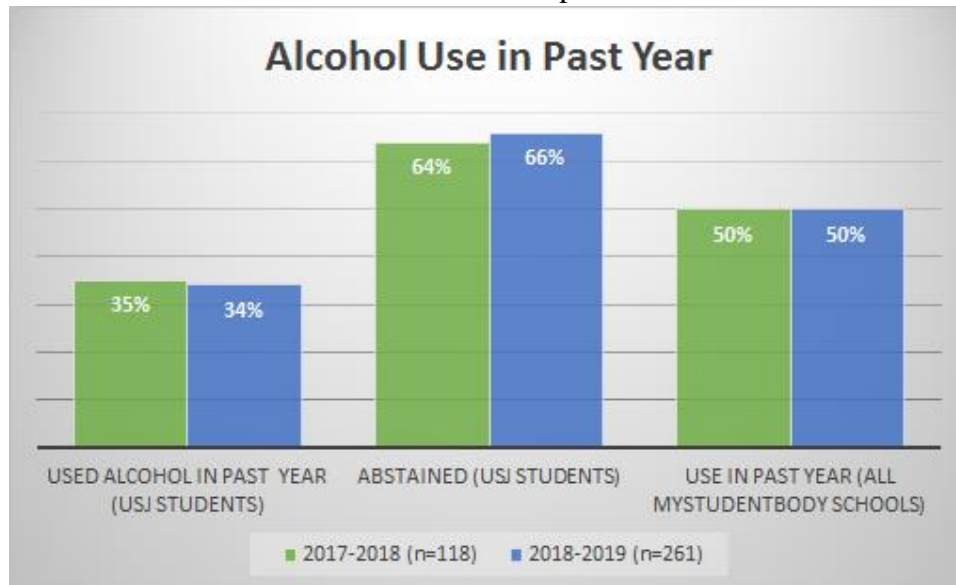
- **University of Saint Joseph Employment Policy: Drug and Alcohol Policy** – 2018-2019 Employee Handbook (Appendix C)
- **University of Saint Joseph Employment Policy: Employee Assistance Program** – 2018-2019 Employee Assistance Program Pg.107 (Appendix C)

II. Alcohol and Drug Data

Each year entering First Year Students are required to complete the online MyStudentBody Essentials Course the summer before entering USJ. MyStudentBody is a comprehensive approach to reducing the risk and dangers of drug and alcohol abuse and sexual violence among college students. MyStudentBody involves students in effective, evidence-based prevention through its online course and provides data to administrators to evaluate and strengthen alcohol and drug prevention initiatives on campus.

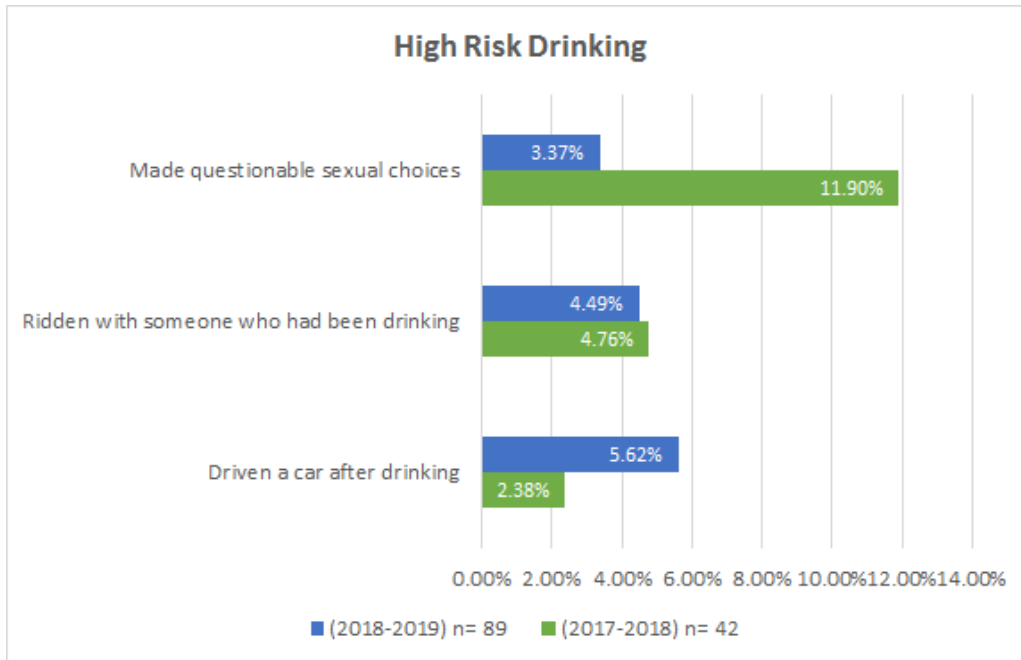
Key Data Findings from MyStudentBody:

Student Alcohol Use Over the Past Year: Comparison of 2017-2018 to 2018-2019

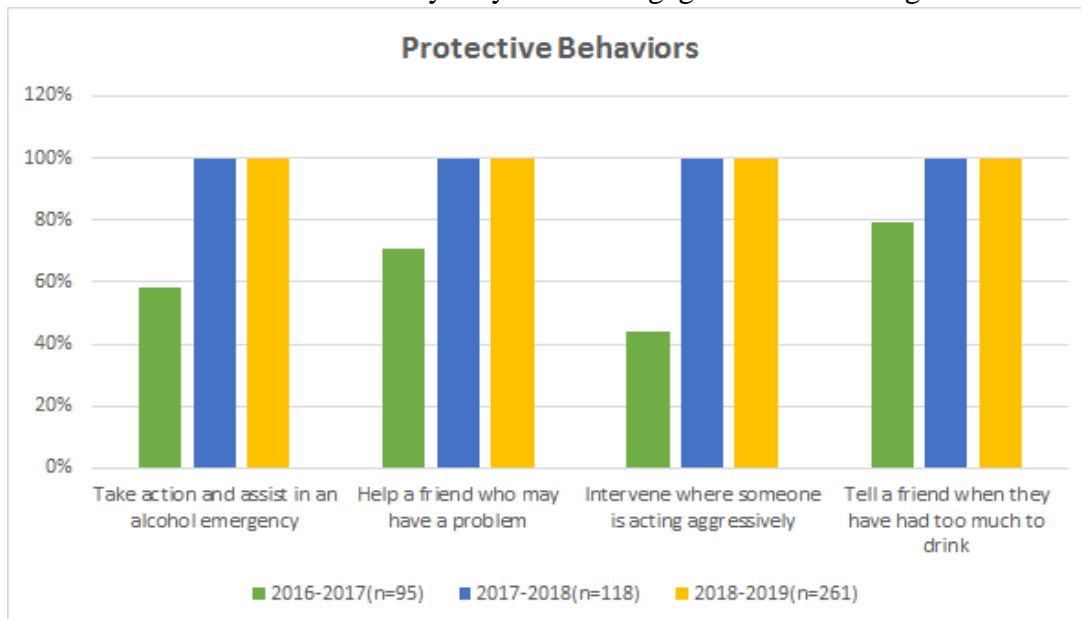


- The percentage of students who abstain from alcohol use is slightly higher for the 2018-2019 entering class.
- The percentage of students who used alcohol in the last year is significantly lower than reported by students at all the MyStudentBody schools.

Percentage of students who have done the following behaviors after drinking in the past month:
Comparison of 2017-2018 to 2018-2019:

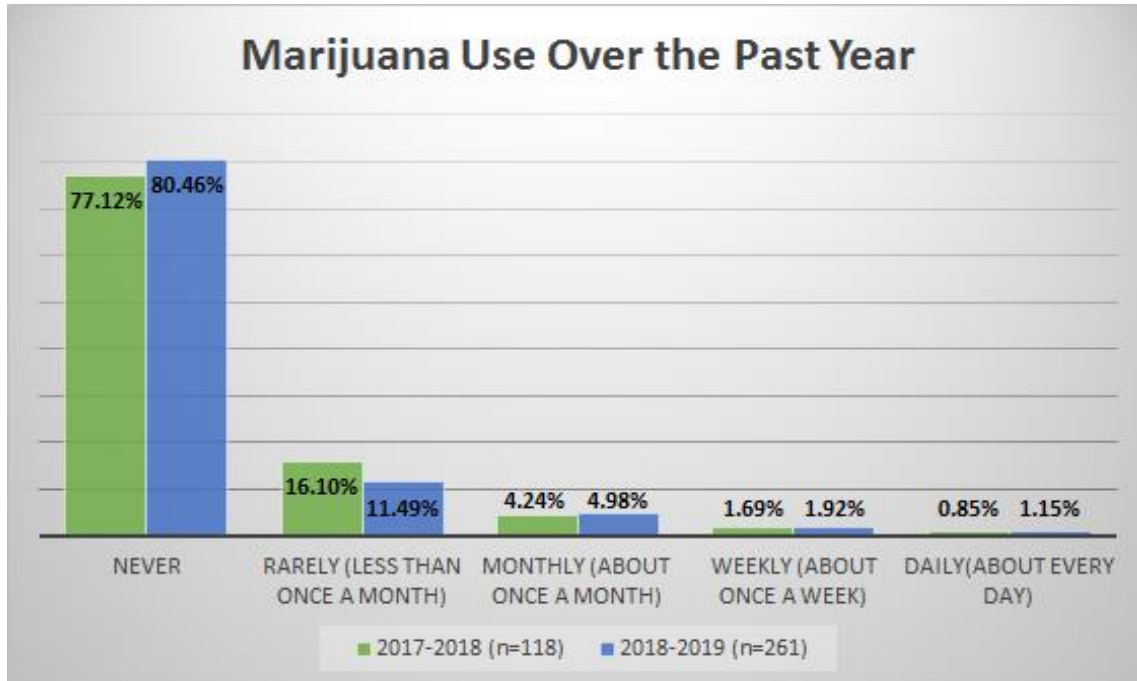


Students were asked how likely they were to engage in the following behaviors:



- 100% of those surveyed reported that they would engage in protective behaviors. This may be due to the University’s increase in Bystander Intervention Programming for students.

Marijuana Use over the Past Year: Comparison of 2017-2018 to 2018-2019



- The percentage of students who have abstained from marijuana use over the past year is higher for 2018 to 2019 academic year than for 2017 to 2018 academic year.
- The percentage of students who use marijuana monthly, weekly and daily rose slightly over the past two years.
- The percentage of students who used marijuana in the past year, month, and daily is significantly lower than the national average.

Residential Life Alcohol and Drug Violation Statistics:

2017-2018

Alcohol Violations: 4

Drug Violations: 1

2018-2019

Alcohol Violations: 43

Drug Violations: 17

There was an increase in alcohol and drug violations from the 2017/2018 academic year to the 2018/2019 academic year. This was expected due several changes including: our undergraduate population becoming coeducational in the fall of 2018, all new policies and procedures in our student handbook, better tracking through the purchase and use of case management software (Maxient), new residential life operating procedures, and increased cross training with Public Safety.

III. Alcohol and Drug Education and Training Efforts 2017-2019

The departments within Student Affairs including the Counseling and Wellness Center, Health Services, Athletics and Residential Life provide education and training efforts throughout the year on alcohol and other drug prevention. Our Title IX coordinators also provide education/trainings on the connections between alcohol and other drug use and intimate partner violence.

Additionally, each fall and spring semester the Counseling and Wellness Center emails a selection of students to connect them with the Interactive Screening Program. This program screens student's mental health and substance use and provides an interactive platform for them to contact a counselor.

AOD Education/ Prevention Efforts for the 2017-2018 Academic Year:

- 8/15/17 – Policy, Procedure, and Conduct for Residential Life Staff; 12 attendees.
- 8/15/17 – Incident Response Training for Residential Life Staff; 12 attendees.
- 8/16/17 – Public Safety Case Study for Residential Life Staff; 12 attendees.
- 8/17/17 – “Behind Closed Doors” Residential Life Alcohol Response Training; 12 attendees.
- 8/21/17 - Responding to Student's in Distress for Student Leaders; 35 attendees.
- 8/22/17 - “You Make the Call” Alcohol and Other Drug Training for Student Leaders; 35 attendees.
- 8/25/17 - Interpersonal Violence Prevention for First Year Students; 77 attendees.
- 12/28/17 - Passive Alcohol and Other Drug Poster Campaign.
- 1/29/18 - Bystander Intervention Program for Student Athletes; 70 attendees.
- 4/26/18 - Risky Trivia for Students; 12 attendees.

AOD Education/Prevention Training for the 2018-2019 Academic Year:

- 8/16/18 – Alcohol and Other Drug Use Training for Residential Life Staff; 13 attendees.
- 8/16/18 – Alcohol Poisoning Training for Residential Life Staff; 12 attendees.
- 8/16/18 – Intimate Partner Violence for Residential Life Staff; 12 attendees.
- 8/20/18 – Do You Hear What I Hear Training for Student Leaders; 50 attendees.
- 8/20/18 - Bystander Intervention Training; Completed by CWC Staff for Student Leaders; 50 attendees.
- 8/23/18 – Interpersonal Violence Prevention Training for First Year Students; 150 attendees.
- 8/24/18 – Bystander Intervention Training: Completed by CWC and Athletics Staff for first year students; 150 attendees.

- 9/12/18 – Bystander Intervention Training: Completed by CWC and Athletics Staff for Student Athletes; 113 attendees.
- 9/12/18 – Fresh Check Day Tabling on Alcohol and Other Drugs; 99 attendees.
- 10/5/18 – Alcohol and Other Drug Education for First Year English Class; 15 attendees.
- 10/5/18 – Alcohol and Other Drug Education for First Year English Class; 15 attendees.
- 10/8/18 – Movies and Mocktails; Residential Life Prevention Event; 27 attendees.
- 12/5/18 – Residential Life Alcohol Prevention Program; 16 attendees.
- 1/28/19 – Title IX Training; 63 Attendees.
- 1/30/19 – Title IX Training; 55 Attendees.
- 3/6/19 – USJ CREW Alcohol and Other Drug Education Event; 95 attendees.

IV. Campus Support Services

Community Assistance Team (CAT Team)

The Community Assistance Team (CAT), a committee of USJ professionals, promotes the well-being and safety of all members of the campus community through identification, assessment, intervention, and management of students who exhibit concerning, disruptive, or potentially harmful behavior. The goal is to create a user-friendly experience for our community while providing student support from the appropriate campus experts. The CAT team strives to provide private, proactive and supportive consultation, assessment, response, and education regarding students who may be in distress or at risk. To inform the CAT team about students of concern or students who may need assistance, the University has a Tell Somebody Report that is accessible online on our MyUSJ site. The CAT team meets on a regular basis.

Counseling and Wellness Center (CWC)

The CWC provides confidential counseling and psychological services, assessments, medication evaluations, referrals and consultations. In addition, we provide psycho-educational outreach to the campus community. Our services are free of charge to all students enrolled in any of the University programs. The counselors work on a general short-term counseling model, with the number of sessions being determined by the counselor and student, and is guided by the individual student's needs and therapeutic goals. The CWC staff includes licensed clinicians and a consulting psychiatric APRN. For students referred by conduct for alcohol and drug violations, the CWC will provide an assessment and up to two follow up sessions. Interventions during these sessions are tailored to meet student's needs and include, but are not limited to: motivational interviewing, harm reduction approaches, cognitive behavioral therapy, and coping skill building. The CWC is open Monday through Friday from 8:30am to 4:30pm during the academic year (12 month services only provided to full-time 12 month programs).

Health Services

Health Services is open Monday through Friday from 8:30am to 4:30pm during the academic year. Health services is located in the Little Red House. Services are provided on a walk-in basis; no appointment or insurance is needed. Staff includes an APRN, RN, and a consulting MD. If Health Services determines a concern about substance use with a student, they will help the student by making recommendations for referral to support services.

V. Improvements

1. In the spring of 2018, prior to becoming coeducational in the fall of 2018, our student handbook including our Conduct Policy, Alcohol and Other Drug Policies and our Good Samaritan Policy were reviewed and revised.
2. In the spring of 2019, the University purchased Everfi's alcoholedu interactive online education program that provides awareness training, alcohol abuse prevention, and safe drinking tips for college students. Staff were trained on how to implement this online program for the 2019-2020 academic year.
3. We also purchased Everfi's prescription drug abuse prevention program for future implementation.
4. CWC staff were trained in the Brief Alcohol Screening for College Students (BASICS) and the Cannabis Screening for College Students (CASICS). This program was implemented by the CWC and is offered to all USJ students who may want to explore their alcohol and other drug use. It is also used for conduct referrals to the CWC. The goal of this program is to reduce risky behaviors and harmful consequences of alcohol and other drug use.

VI. Recommendations

1. Analyze data from our new interactive online education program, Everfi's Alcoholedu, in the spring of 2020.
2. Utilize this data to inform our future alcohol and drug programming.
3. Create an opioid overdose policy and procedures that include the availability of Narcan on campus.
4. Increase collaboration amongst departments including, but not limited to, Athletics, Public Safety, Residential Life, Counseling and Wellness and Health Services to address alcohol and other drug use on campus.

Appendix A

Policy on Alcohol and Other Drugs

The well-being and safety of students in our community is of utmost importance. Thus, the University of Saint Joseph focuses on empowering our students to make healthy decisions about their behaviors that affect themselves and the university community. University of Saint Joseph's policies, resources, and prevention programs focus on reducing unhealthy, risky behaviors and engaging in responsible, safe, legal student behaviors. The behavioral expectations of students related to alcohol and drug use are outlined in our Student Code of Conduct.

Bystander Intervention

Members of the university who notice an incident involving alcohol or other drug abuse, risky situations involving alcohol or drug use, and/or persons in need of medical assistance due to alcohol or drug intoxication are urged to speak to a University of Saint Joseph staff member to get help.

Good Samaritan Statement

University of Saint Joseph is a community that encourages living and learning environments that serve to promote and protect the health and safety of all members. University of Saint Joseph expects all students to abide by state and federal laws, as well as University policies regarding alcohol and drug possession and consumption. However, the University acknowledges that there may be times when students face medical emergencies as a result of excessive drinking and/or drug use.

In an effort to promote health and safety as a first priority for our students, as well as foster responsible student behavior, the Good Samaritan Statement seeks to diminish fear of disciplinary or conduct sanctions for reporting the need for medical assistance for oneself, or another, if needed. If an individual reaches out to a campus authority (911, Public Safety, Resident Assistant, Resident Coordinator) for medical assistance for themselves or another, they may not be subject to typical conduct sanctions for a violation of the alcohol and drug policy, as long as they comply with all assessments and follow-up required by Director of Student Affairs.

A medical transport or non-transport for substance intoxication may still result in participation in the conduct process. However, the conduct sanction will be suspended as long as the student successfully completes a meeting with the Director of Student Affairs, or whomever the Director deems most appropriate to meet with student (i.e. - counseling or health services) to assess student needs. Failure to complete this meeting may result in further conduct action and the reinstatement of the sanction. Additionally, other subsequent violations of the Code of Student Conduct as found in this handbook could result in reinstatement of the sanction as well.

Repeat or serious incidents will prompt a higher degree of concern, response, and/or sanctioning, as decided by the Director of Student Affairs. A non-intoxicated individual who calls for emergency assistance on behalf of another student or friend experiencing a substance related emergency may not be subject to misconduct action. Please refer to the University Code of Student Conduct for information on the misconduct consequences of alcohol and drug violations.

Student Disciplinary Consequences

Students who are determined to be responsible for violating the Student Code of Conduct for alcohol and/or controlled substances may receive one or more sanctions. A list of possible sanctions can be found in the Student Code of Conduct.

Legal Consequences

University of Saint Joseph students are subject to state and federal laws regarding the use, possession and/or distribution of alcohol and other drugs. The laws and possible legal consequences are described below:

Alcohol: 30-89(a) of the Connecticut General Statutes declares that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol. 30-89(b) declares that possession of alcohol by a minor in public or private is illegal, except where the minor is accompanied by a parent, guardian or spouse over the age of 21.

Drugs: Connecticut laws cover the possession and distribution of controlled substances. These laws can be found at: <https://www.jud.ct.gov/lawlib/law/drugs.htm>. See Connecticut General Statutes [Secs. 21a-240 to 21a-315](#). Federal law states that it is unlawful for any person knowingly or intentionally – (1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, a controlled substance; or (2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. More comprehensive information on federal drug laws and penalties can be found at: <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

Medical Marijuana

Although Connecticut state law permits the use of medical marijuana, the use, possession, and/or distribution of marijuana remains prohibited under federal law. As a recipient of federal funding, the university is required to prohibit the use and/or possession of marijuana. Thus, the use and possession of marijuana in any form, even if accompanied by a Connecticut-issued medical prescription, is not permitted on university property.

Alcohol and Drug Education

Whether or not you choose to drink, you will eventually know someone who does. We want every student joining the USJ community to have an appropriate and accurate understanding of alcohol & drugs and associated risks, including legal, student conduct and health impacts.

USJ is committed to preventing drug use/abuse, underage alcohol use, high-risk drinking and alcohol abuse on our campus, and has joined with many top Universities in implementing Everfi training as a part of our alcohol education and abuse prevention initiatives.

All students are expected to complete EverFi's online modules **prior to arriving on campus in August**. Students will receive an invitation via email.

Health Risks of Alcohol Use

The National Institute on Alcohol Abuse and Alcoholism outlines the following health risks from drinking too much over time or on a single occasion:

- Alcohol can change mood and behavior as it interferes with the brain's communication pathways. This makes it harder to think with clarity and move with coordination.
- Drinking too much on a single occasion and/or over time can damage the heart, leading to medical issues such as high blood pressure, stroke, irregular heartbeat, and weakening of the heart muscle (cardiomyopathy).
- Heavy drinking hurts the liver and can lead to life threatening liver problems such as fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis.
- Alcohol causes the pancreas to produce toxins that can lead to pancreatitis, an inflammation and swelling of the blood vessels in the pancreas that interferes with proper digestion.
- Alcohol abuse increases your risk of developing certain cancers including: cancers of the mouth, esophagus, throat, liver and breast.
- Abuse of alcohol can weaken your immune system, making you more susceptible to disease. Chronic drinkers are more susceptible to diseases like pneumonia and tuberculosis. Binge drinking on one occasion reduces your body's ability to fight off infections – for up to 24 hours after getting intoxicated.

Health Risks of Other Drug Use

The impacts of drug abuse can be far-reaching, affecting almost every organ. The impacts depend on the drugs used, how much is taken, and how they are taken. Health risks of drug abuse include:

- Increased susceptibility to infections due to weakened immune system.
- Cardiovascular conditions ranging from irregular heart rate to heart attacks. Using drugs by injection can lead to collapsed veins and infections of the blood vessels and heart valves.
- Stress on the liver possibly causing significant damage or liver failure.

- Seizures, stroke and brain damage that can lead to memory, attention and decision-making problems. In serious cases, there can be sustained mental confusion and permanent brain damage.
- Behavioral problems including paranoia, aggressiveness, hallucinations, impulsiveness and loss of self-control.
- Addiction

Go to <https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>. To learn how specific drugs cause different health consequences.

Resources and Substance Use Treatment Services

On campus:

Health Services – 860.231.5530

Counseling and Wellness Center – 860.231.5530

Off-campus:

Info Line – 211

Alcoholics Anonymous: <https://www.ct-aa.org/find-a-meeting/>

Narcotics Anonymous: <http://ctna.org/>

SAMHSA's National Helpline - 1.800.662.HELP (4357)

Intercommunity Recovery Center 24 hour hotline – 860.714.3700

Wheeler Clinic Addiction Services - 43 Woodland Street Hartford, CT 06105 - 860.793.3500

Rushford Clinic: 877.577.3233

Drug-Free Schools and Communities Act: Biennial Report

The University of Saint Joseph complies with the requirements of the Drug-Free Schools and Communities Act.

Every two years the university completes a biennial review of the alcohol and drug programming, policy, and

prevention efforts. The most recent drug and alcohol biennial review can be found via a link on the Vice President of

Student Affairs page: [https://2blqjo4cdm2z3jespw2gy6ye-wpengine.netdna-ssl.com/wp-](https://2blqjo4cdm2z3jespw2gy6ye-wpengine.netdna-ssl.com/wp-content/uploads/2017/07/Drug-Free-Schools-and-Communities-ACT-Biennial-Report-2015-2017.pdf)

[content/uploads/2017/07/Drug-Free-Schools-and-Communities-ACT-Biennial-Report-2015-2017.pdf](https://2blqjo4cdm2z3jespw2gy6ye-wpengine.netdna-ssl.com/wp-content/uploads/2017/07/Drug-Free-Schools-and-Communities-ACT-Biennial-Report-2015-2017.pdf)

Appendix B

Student Code of Conduct

All University of Saint Joseph students are responsible for abiding by the standards of the USJ community, and those who violate them are subject to disciplinary action. Any attempt to violate the policies and regulations of the university is considered sufficient information for having committed the violation itself. Moreover, the University of Saint Joseph recognizes and respects local, state and federal laws and does not provide safe haven or sanctuary for students who violate such laws. The university may pursue enforcement of its own policies, whether or not legal proceedings are underway or forthcoming, and may use information from third-party sources, including but not limited to law enforcement agencies, the courts and outside media to determine whether if University policies have been violated. Conversely, USJ makes no attempt to shield members of the university community from the law, nor does it intervene in legal proceedings against a member of the community. The Student Code of Conduct process may review and impose sanctions on an individual or group involved in any criminal or civil offense.

Violations of specifically stated policies as written in this Student Handbook, or otherwise distributed or published rules of the University of Saint Joseph, are prohibited.

These include but are not limited to:

1. Alcohol

Students should review and are expected to abide by Connecticut state laws and the university alcohol policy as published in the Student Handbook, or otherwise distributed or published by USJ. Members of the university community or guests/ visitors under the age of 21 may not possess or consume alcoholic beverages.

- a. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.
- b. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
- c. Operating a motor vehicle while under the influence of alcohol is prohibited.
- d. Kegs/beer balls, common sources, and/or excessive quantities of alcoholic beverages are prohibited. The Public Safety staff in cooperation with the residential life staff on duty will make the determination regarding excessive quantity.
- e. Large gatherings or events where alcohol is present are prohibited.
- f. Possession or use of drinking paraphernalia, devices and/ or games that promote consumption of alcohol (i.e., beer bong, beer-pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned. Water pong is not permitted.
- g. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, is prohibited.
- h. Selling of alcoholic beverages without a license is prohibited.
- i. Possession of fake identification is prohibited.

2. Controlled Substances

- a. The possession and/or use of illegal or harmful drugs is prohibited.
- b. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- c. The possession and/or use of drug paraphernalia is prohibited.
- d. The improper possession and/or misuse of prescription medication is prohibited.

Sanctions

Violations of the Student Code of Conduct may bring one or more sanctions. Sanctions include, but are not limited to:

1. Expulsion—permanent separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property.
2. Dismissal—separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property for an indefinite period of time. Readmission to USJ may be possible in the future by petition and demonstration of satisfactory completion of conditions set forth by the student’s decision letter to the appropriate conduct officer, after the date noted in the decision letter.
3. Suspension from the university—immediate exclusion from classes, university-sponsored internships, externships or clinical assignments, residence halls and university owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student is reinstated to his/her former student status.
4. Deferred suspension from the university—A suspended removal from the university for a period of time. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
5. Suspension from the residence halls—A suspension and removal from the residence halls for a period of time. Students who are suspended from the residence halls may not reside in or visit any university-owned residential facility.
6. Deferred suspension from the residence halls— A suspended removal from university residential living area. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
7. Campus restriction—prohibition of a student from being present in a particular building or area of university property and/or taking part in a particular university sponsored activity or event.
8. Disciplinary probation—A period of time, not to exceed one calendar year, determined by the conduct officer, during which the student’s actions are subject to close examination. Sanctions attached to disciplinary probation may include, but are not restricted to, the following: • Denial of the right to participate in certain USJ activities, or eligibility to represent USJ in any co-curricular activity or athletic event. • Prohibition from holding office in any student group or organization. Notification of any of the above is sent to appropriate USJ offices and parents/legal guardians.
9. Loss of Privileges—a student is prohibited from participating in designated social events or activities, such as, but not limited to: attending athletic events, senior week, campus concerts, participation in student organization activities or other university events/activities.
10. Student Conduct Warning—a notice to the student informing him/her that further violations of the Student Code of Conduct may result in more severe sanctions, including placement on disciplinary probation.
11. Restitution—the student is required to make payment to USJ for damages incurred as a result of violations of the Student Code of Conduct.
12. Fines—Students may be fined for violations of specific policies or procedures as outlined in the Student Handbook and/or other published or distributed materials.
13. Removal of property—a student may be requested to remove property that disturbs others, is inconsistent with the values of the university and/or sisters of mercy, endangers an individual’s health or safety or is involved in a violation of the Student Code of Conduct.
14. Educational sanctions—Additional sanctions such as facilitating a program, writing a paper, attending a program/ class, or completing an online program may be a part of any disciplinary sanction assessed for violations of the Student Code of Conduct.

Appendix C

EMPLOYMENT POLICY 9: DRUG & ALCOHOL POLICY

Approved by: Executive Council

Approval Date: April 6, 2010; updated January 1, 2019

Responsible Official: Senior Human Resources Administrator 860.231.5390

I. Introduction

It is the University's desire to provide a drug-free, healthful, and safe workplace for all employees and students. To promote this goal, employees, including student workers, are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Because of the nature of our mission and our work, the University requires strict adherence to the drug-free workplace policy. The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace.

The University has a strong commitment to maintaining a work environment free from the effects of alcohol and drugs. While on University premises, property leased for University use, or while conducting University business off University property, employees are prohibited from possessing, selling, distributing, purchasing, planning for the sale or purchase of, or being under the influence of alcoholic beverages or controlled substances. The misuse or abuse of otherwise legally prescribed drugs is similarly prohibited. The legal and appropriate use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee, students or other individuals in the workplace.

II. Laws & Regulations

Drug-Free Workplace Act of 1988

The University of Saint Joseph prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Violations of these prohibitions may result in disciplinary action up to and including dismissal and reporting the incident to the appropriate law enforcement agencies.

An employee is required to notify the Human Resource Office of any conviction for a workplace criminal drug violation within five days after such conviction. Additionally, consistent with section III.K., all employees are required to immediately report arrests to their direct supervisor, regardless of the reason for the arrest.

Drug-Free Schools and Communities Act Amendment of 1989

The University of Saint Joseph prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees and students on the institution's property and as a part of the institution's activities. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, plan or intent to buy or sell, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

The University of Saint Joseph will impose sanctions on employees and students consistent with local, state, and federal law. These sanctions are up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The University of Saint Joseph is required by law to inform employees of the penalties for the trafficking, sale, or possession of illegal drugs. This information is provided in order to comply with the Drug-Free Schools and Communities Act of 1989.

Penalties

- Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fine can range from \$250,000 to \$4 million.
- Illegal manufacturing, sale, or distribution of illegal drugs—no more than 15 years in federal prison or \$50,000 in fines.
- Illegal possession of controlled substances—no more than 7 years in federal prison or \$50,000 in fines.

Physical and Medical Effects of Alcohol and Drugs

Alcohol is a drug that is absorbed into the bloodstream and transmitted to virtually all parts of the body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect a person's alertness, judgment, and physical coordination, making it dangerous to drive and participate in certain sports, and impairing one's ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering the ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make a person dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases the risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical and mental abnormalities. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.

III. Alcohol Policy Relative to Students

Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Office of Student Services.

Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law.

Under no circumstances should illicit drugs ever be present at such gatherings and/or be offered to a student.

IV. Substance Abuse Treatment and Return to Work Procedures

An employee who is receiving inpatient treatment for chemical dependency will be placed on sick leave (if available), which will be categorized as medical leave under the Federal and/or Connecticut Family and Medical Leave Act if applicable. Upon completion of inpatient treatment, the employee

must provide medical documentation regarding fitness for duty, consistent with FMLA and/or CFMLA requirements.

The senior Human Resources administrator will review the employee's return to work documentation and may confer with the employee's medical provider regarding the employee's readiness to return to work. Approval of a request to return to work may or may not be granted based on assessment of the employee's readiness to return to work. Before returning to work, the employee must provide the senior Human Resources administrator with a treatment provider certification to return to work statement and a plan for continued rehabilitation.

Failure on the part of an employee to return to work within 48 hours after completing a chemical dependency treatment program and receiving a medical release to return to work will constitute voluntary resignation from employment with the University, effective as of the employee's last day actively at work.

Two referrals for drug or alcohol testing and/or treatment within a five-year period may result in termination of employment.

V. CURRENT BENEFITS

C. OTHER BENEFITS

4. EMPLOYEE ASSISTANCE PROGRAM The University is committed to maintaining a work environment where employees can contribute meaningfully to the University's mission and goals. We also recognize that problems such as stress at work or at home, drug or alcohol related issues, worry about financial problems, or concern about personal relationships can impair an employee's ability to make and sustain an effective contribution to that effort. The Employee Assistance Program is a counseling and consultation service made available to employees through a network of outside providers. Participation is voluntary and strictly confidential. The University pays for three initial sessions. A brochure describing the Employee Assistance Program is available from the Human Resources department and on the University's website.