



MOLLOY UNIVERSITY

Policy # HR.404
Drug and Alcohol Policies
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

DRUG AND ALCOHOL POLICIES

Molloy University is concerned about illegal drug use and alcohol abuse in our society and in our community. The University regards illegal drug use and alcohol abuse as serious problems that can affect the entire University community. Members of the Molloy community must be aware of the University drug and alcohol policies, as well as pertinent local, state, and federal laws. It is also important that all members of our community know that help is available for those who need it.

The University campus is subject to local, state, and federal laws concerning the possession, use, distribution, and manufacture of drugs, including alcohol. Employees must be aware of and abide by these laws or face the possibility of legal prosecution. The University will not inhibit the legal prosecution of any member of the University community who violates the local, state, or federal law. Law enforcement officers, when in possession of the proper documents, have a legal right to search any and all buildings on the campus without prior notice. The University also reserves the right to furnish the police with information regarding illegal activities.

Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution.

All categories of employees including students, who are working on a federal contract or grant, as a condition of employment, must notify Human Resources of his/her conviction of any criminal drug offense occurring in the workplace, no later than five (5) days after that conviction. Molloy is then required to notify the federal funding agency within ten (10) days of receiving notice of such a conviction.

Any employee who reports to work and appears to be under the influence of drugs and or alcohol can be interviewed by a supervisor who will determine by objective standards if he or she is Fit for Duty.