

ALCOHOL AND DRUG FREE WORKPLACE POLICY

APPROVED BY POLICY COMMITTEE 2/7/2025

Effective Date: 2010
Updated: January 2025

(Impact Area – Dept Name) SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	(General Subject Area)	(Specific Subject Area)
Relates to Procedure #	Impact:	
Legal Citation (if any):		
SUNY MORRISVILLE		

Policy Summary

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The unlawful possession, use, or distribution of a controlled substance or alcohol on the college premises or as a part of any college activity is prohibited.

POLICY STATEMENT

SUNY Morrisville, in compliance with the Federal Drug-Free Workplace act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Federal Omnibus Transportation Act of 1991, had adopted the following policy, which must be adhered to as a condition of employment.

The unlawful possession, use, or distribution of a controlled substance or alcohol on the college premises or as a part of any college activity is prohibited. Employees who unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or alcohol will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements. Furthermore, on-the-job impairment from alcohol or controlled substances is prohibited.

Guidelines and Procedures

1. Any college employee convicted of a criminal drug statute violation occurring in the workplace must provide written notification to his/her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug-Free Workplace Act of 1988, the college will inform contracting or granting agencies of such convictions within ten (10) days after receiving notice of conviction.
2. Within 30 days of having received notification of an employee's conviction for a workplace drug statute violation, the college will take appropriate action up to and including termination or may require an employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.
3. The college will make a good faith effort to maintain a drug/alcohol-free workplace. That effort will include drug awareness education programs, an Employee Assistance Program to assist employees seeking treatment and rehabilitation programs, and the implementation and strict enforcement of this policy.
4. The use of alcohol or any controlled substance by an employee who is on the job is prohibited.
5. An employee who uses alcohol or any controlled substance or is impaired from the use of alcohol or any controlled substance in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.

New York State Employee Assistance Program

The Employees Assistance Program (EAP) is a joint labor-management program that benefits New York State employees by enhancing employee wellbeing, increasing productivity, and improving morale in the workplace. EAP is funded through the collective bargaining agreements between the State of New York and the public employee unions: CSEA, PEF, UUP, NYSCOPBA, GSEU, Council 82, and DC-37. The Governor's Office of Employee Relations contributes on behalf of management/confidential employees.

EAP is designed to help state employees, and their family members deal with the everyday issues involved in balancing work and life, as well as more serious problems that may impact work performance. EAP services are confidential, voluntary, and offered at no cost to employees and their families.

EAP offers:

- Confidential assessment of the employee's situation and referrals to appropriate community resources and providers
- Assistance with alcohol and other drug-related problems as well as childcare, elder care, legal, financial, and other family-related issues.
- Familiarity with New York State's work environment and culture
- An understanding of the State's health insurance, leave policy, and other benefits
- A statewide network of EAP coordinators

Employees may contact EAP by calling 1-800-822-0244 or by visiting www.goer.ny.gov//employee-assistance-program

Find an EAP coordinator by clicking on the [Coordinator List](#). If an employee prefers to contact an EAP coordinator from an agency other than their own, they may choose any EAP coordinator from the list of statewide EAP coordinators.

Related Information:

[SUNY Compliance: Drug-Free Schools and Communities Act/Drug-Free Work Place Act Compliance](#)

[NYS Alcohol and Controlled Substances Policy](#)

[SUNY Morrisville - SAFETY-105: Cannabis Use of Campus Policy](#)

[SUNY Morrisville Employee Assistance Program](#)

Additional Resources:

- **NYS Office of Addiction Services and Support:** <https://oasas.ny.gov> 1-877-8-HOPENY (1-877-846-7369)
- **Alcoholics Anonymous:** www.aa.org
- **Marijuana Anonymous:** marijuana-anonymous.org
- **National Institute on Alcohol Abuse and Alcoholism:** niaaa.nih.gov
- **Substance Abuse and Mental Health Administration:** samhsa.gov
- **NYS Emotional Support Line:** 1-844-863-9314 or nyprojecthope.org
- **Crisis Text Line:** Text "Got5" to 741-741
- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)

Contact Information

Human Resources
Brooks Hall, 3rd Floor
Morrisville, NY 13408

Phone: (315) 684-6038
humanresources@morrisville.edu

University Police
Brooks Hall, 1st Floor
Morrisville, NY 13408

Phone: (315) 684-6410
universitypolice@morrisville.edu