

Concordia Theological Seminary, Fort Wayne, Indiana Drug Abuse Policy—Employee, Faculty, Staff

Background

The Drug-Free Workplace Act of 1988 requires Concordia Theological Seminary to establish and maintain policies designed to create a drug-free workplace. This policy is to comply with these requirements and is in effect until such time as more complete policies can be developed.

The inappropriate use of controlled substances is detrimental to the Seminary's faculty, staff, students, and the public they serve. Concordia Theological Seminary will attempt to assist an employee involved with the inappropriate use of controlled substances in obtaining rehabilitation. However, the ultimate responsibility for overcoming a dependency or inappropriate use of controlled substances is that of the employee.

Policy Objectives

1. Provide a drug-free workplace and assure a safe, healthy work environment.
2. Deter the abuse of controlled substances.
3. Reduce poor or indifferent job performance and/or rule infractions resulting from abuse or inappropriate use of a controlled substance.
4. Provide assistance toward rehabilitation for individuals employed by the Seminary who seek assistance in overcoming a dependency or inappropriate use of controlled substances.

Policy

The Seminary does not accept nor condone the inappropriate use of a controlled substance by any individual employed by the Seminary. The following statements specify the policy of the Seminary:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in Seminary facilities which is in violation of federal and state law is prohibited.
2. The policy is a condition of employment and violations may be cause for one or more of the following actions:
 - a. Referral to the Vice President for Finance and assessment to determine the appropriate treatment for rehabilitation;
 - b. Participation in a drug rehabilitation program;
 - c. Suspension from Seminary duty; and/or
 - d. Termination of employment.
3. Employees may contact or supervisors may refer employees to the Vice President for Finance for assistance and confidential service. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect the employee from disciplinary action for continued substandard job performance or rule infractions.
4. The Vice President for Finance will be responsible for drug-free awareness programs to educate and inform employees and supervisors about:
 - a. The dangers of drug abuse in the workplace;

- b. The Seminary's policies pertaining to a drug-free workplace; and
 - c. The availability of assistance and confidential services offered through the Vice President for Finance.
5. All individuals employed by the Seminary must abide by the terms of this policy and if convicted of any criminal drug statute violation occurring in the workplace, must notify his/her department head no later than five (5) days after such conviction.

Definitions

- 1. The term "drug-free workplace" means a site for the performance of work done in connection with the employee's assigned Seminary responsibilities.
- 2. The term "employees" means all paid staff of the Seminary.
- 3. The term "conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of the federal or state criminal drug statutes.
- 4. The term "criminal drug statute" means a criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- 5. The term "Seminary facilities" means any building or structure or any improved or unimproved land, or any part of any such building, structure or land which is owned, used or occupied by Concordia Theological Seminary.

Procedures

A copy of this policy shall be given to every employee. Requests for assistance required to comply with this policy should be directed to the Vice President for Finance.