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DRUG AND ALCOHOL POLICY

1. PURPOSE

- 1.1. To maintain a safe and secure campus for Clemson University students, employees and visitors.
- 1.2. To adhere to the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and the South Carolina Drug-Free Workplace Act of 1990.
- 1.3. This policy does not negate the Drug and Alcohol Testing Policy implemented in accordance with the Omnibus Transportation Employee Testing Act for employees in safety-sensitive positions as defined by the act.

2. SCOPE

- 2.1.1. This policy applies to all employees of Clemson University, including Student Workers.

3. POLICY STATEMENT

- 3.1. The illicit or unauthorized manufacture, use, possession, distribution, or dispensation of alcohol or illegal drugs by employees on University property or as part of or during any University activity is prohibited.
- 3.2. No employee shall report for duty or remain on duty under the influence of any illegal drugs, unauthorized prescription medication, or alcohol.
- 3.3. University employees possessing, using and/or distributing alcohol or illegal drugs are subject to state and federal laws and their associated penalties and/or sanctions.
- 3.4. The University may impose disciplinary actions on those who violate the above standards of conduct. The severity of the imposed actions will be appropriate to the violation.
 - 3.4.1. The disciplinary actions imposed may include, but are not limited to, one or more of the following: verbal counseling, verbal reprimand, written reprimand, suspension, termination. In addition, criminal behavior may be referred for prosecution.



- 3.4.2. When a violation occurs that may lead to a disciplinary sanction against a faculty member, the Office of Human Resources (“Human Resources”) will consult with the Office of the Provost.
- 3.5. The University may require successful completion of an appropriate recovery program as a condition of an employee’s return to work or as a condition of suspending implementation of disciplinary actions.
- 3.6. All University employees are required to report any conviction under a criminal drug statute for any violation occurring in the workplace or as part of any University activity.
 - 3.6.1. The employee must report the conviction to their supervisor and to the Chief Human Resources Officer (CHRO) or designee within five (5) calendar days of the conviction.
 - 3.6.2. Per Federal and State law, in the event that the convicted employee was employed in the performance of a federal contract or grant or a state contract or grant, the CHRO or designee shall immediately notify the Vice President of Research so that the sponsoring federal or state agency can be notified within ten (10) days of the date the University received notification
- 3.7. Any serving or consumption of alcoholic liquor, beer or wine at a University-sponsored event or consumption of alcoholic liquor, beer, or wine during normal working hours other than as provided below is unauthorized.
 - 3.7.1. Specific policies regarding activities sponsored by University students can be found in the Student Code of Conduct.
 - 3.7.2. State law permits the possession and consumption of beer and wine by individuals of legal age at private and public events; state law permits the serving of alcoholic liquor, beer, or wine only to individuals of legal age; and the minimum legal age for the possession and consumption of alcoholic liquor, beer, and wine is 21. For more information regarding the sale, serving and consumption of alcohol on University facilities, access the [Clemson University Facility Use Policy](#).
 - 3.7.3. Employees must comply with the requirements of the [Clemson University Facility Use Policy](#) when serving alcohol at University sponsored events.
 - 3.7.4. Notwithstanding the above, alcoholic liquor, beer, and wine may not be served, consumed or available for consumption during normal University working hours (as assigned for each employee by the University) at any location on University-owned or leased property. Exceptions may be granted only with the prior approval of both the Vice President responsible for the event and the Vice President responsible for the area in which the event is held.
- 3.8. All new employees must acknowledge via the University’s training management system that they have reviewed and understand this policy, while all current employees must acknowledge the same on an annual basis.



3.9. The CHRO or the CHRO's designee must conduct a biennial review of this policy and its implementation to determine its effectiveness, make necessary changes and ensure that disciplinary sanctions are consistently enforced.

4. DEFINITIONS

4.1. **Conviction:** a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any federal, state, or local judicial body charged with such responsibility.

4.2 [Office of Human Resources Glossary of Terms](#)

5. ADDITIONAL RESOURCES

5.1. [Drug and Alcohol Testing Policy and Guidelines](#)

5.2 [Student Code of Conduct](#)

5.3 [Drug and Alcohol Policy Roles and Responsibilities](#)

5.4 [Employee Assistance Program](#)

6. **RESPONSIBLE DEPARTMENT/DIVISION:** Office of Human Resources

7. **PUBLISHED LOCATION:** [Office of Human Resources Policies and Procedures](#)

8. APPROVAL & REVISION HISTORY

8.1. President Approval: March 29, 2022

8.2. Last Date of Revision: March 20, 2019

8.3. Originally Issued: October 7, 1990