



University of Western States prohibits the possession, use, manufacture, or distribution of marijuana, cannabinoids, other controlled substances, or illegal drug paraphernalia, by students and employees in buildings, facilities, grounds, or property controlled by the university, or as part of university activities. Controlled substances include, but are not limited to, marijuana, cannabinoids, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers, and inhalants. The university is committed to preventing the abuse of alcohol, marijuana, cannabinoids, and the illegal use of controlled substances, marijuana, cannabinoids and/or alcohol by employees.

Alcohol may be served at university events only with the approval of the president or the president's designee.

Any student or employee of the university found to be abusing alcohol or to be using, possessing, manufacturing, or distributing marijuana or other controlled substances on university property or at university-sponsored events, in violation of university policy or the law, shall be subject to disciplinary action in accordance with applicable laws or policies. Such disciplinary action includes, but is not limited to: suspension, termination of enrollment or employment, referral for prosecution, and/or the completion of an appropriate substance abuse assistance or rehabilitation program at the individual's expense.

All students and employees must notify the university of any criminal drug statute conviction within five days of such a conviction for a violation occurring in buildings, facilities, grounds, or property controlled by the university. In turn, the university will notify the applicable federal agency of the conviction. Appropriate action will be taken within 30 days of a report of a conviction or violation of this policy.

Any supervisor who notices a pattern of impaired work performance, unacceptable conduct, unexplained absence, or excessive use of leave time is encouraged to consult with the human resources department concerning appropriate procedures. In accordance with this policy, the emphasis in any intervention is on rehabilitation rather than on disciplinary or punitive action. The employee who enters treatment may be granted an unpaid leave for this purpose. Return to work will be contingent upon successful completion of treatment as certified by the treatment facility.

Any employee experiencing problems resulting from marijuana, other narcotic or alcohol abuse or addiction is strongly encouraged to seek treatment. Information about Portland metropolitan area treatment programs and facilities, and employee benefit insurance coverage for drug and alcohol treatment is available from the human resources department. Employee inquiries about treatment programs are confidential.

Student Violation Procedure

Reports of substance abuse where a student's behavior or ability to function has been altered or the abuse is potentially harmful to the student or the community shall be provided to the office of student services. Any member of the campus community or persons not affiliated with the university may report incidents of student substance abuse in writing to the office of student services on the respective form (available on the policy portal or in the office of student services).

Policy 1008 – Drugs, Narcotics, and Alcohol

Established: 02/12/1990

Revision History: 09/06/2016, 04/07/2015, 08/11/2009



Upon receipt of a report regarding a purported substance abuser, the appropriate administrator will meet with the student and determine the necessary course of action, which may include, at the institution's discretion: no action, disciplinary warning, probation, suspension, voluntary leave of absence, or dismissal/termination.

Employee Violation Procedure

The following is the procedure to be followed if and when an employee is found to be under the influence of marijuana, illegal narcotics, or alcohol on university premises.

1. An employee who is found to be under the influence of marijuana, other narcotics, or alcohol will be asked by their supervisor to cease work activities and move to a private area with another supervisor to inquire about the behavior, rumor, or report. If there is evidence or suspicion of recent use and based upon the employee's response, the supervisor will arrange for the employee to be escorted home. The employee's supervisor will immediately document the occurrence on the respective form (available on the policy portal or from the office of human resources) and forward the report to the office of human resources.
2. At the discretion of the president, a last chance agreement may be offered between the employee and the university. The agreement will state the terms and conditions necessary to the employee's continued employment at the university. If the employee states that they have problems resulting from marijuana or other narcotic use, or alcohol abuse, the office of human resources may assist the employee in seeking appropriate treatment.

Return to work will be predicated upon the successful completion of treatment as certified by the treatment facility. The employee will be advised that if they are found to be under the influence of marijuana or other narcotics or alcohol at any time in the future on university premises, they will be terminated immediately. If the employee refuses treatment, they will be terminated.

Related Policies: [Policy 1017 Tobacco and Marijuana-Free Campus](#)
[Policy 9001 Student Conduct](#)
[Policy 9009 Student Grievance and Appeal](#)

Related Form: [Policy 1008 FORM – Reasonable Suspicion of Substance Abuse](#)

Key Words: alcohol, conduct, discipline, dismissal, drugs, employee, marijuana, narcotics, student, substance abuse