

TITLE: SUBSTANCE AND ALCOHOL ABUSE

POLICY NO: 3-19

VCCS POLICY NO: 3.14.3, 3.14.4

EFFECTIVE DATE: 10/01/90

REVISED DATE: 05/30/17

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2. Any employee who is referred to an assistance or rehabilitation program must satisfactorily participate in such a program. Satisfactory participation in such a program shall be determined by management after consultation with the individual or organization providing the assistance or rehabilitation and/or Employee Assistance Program (EAP).

D. Employee responsibilities

As a condition of employment, all employees shall:

1. abide by the [Department of Human Resource Management \(DHRM\) Policy 1.05](#), Alcohol and Other Drugs;
2. abide by the terms of college policy; and
3. notify the immediate supervisor of any conviction of criminal drug law in or outside the workplace or conviction of alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace no later than five (5) days after such conviction is entered, as required by federal law. An employee's appeal of a con
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participate satisfactorily in a drug abuse assistance or rehabilitation program, as required by the Drug-Free Workplace Act of 1988.

F. Rehabilitation programs

1. Employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling assistance. Supervisors are encouraged to assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol rehabilitation program, the employee is expected to perform his/her duties according to developed job standards and expectations.
2. The Commonwealth's [Employee Assistance Program \(EAP\)](#)

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