



Administrative Policy

Policy Title:	Alcohol & Other Drugs		
Policy Category:	Ethics, Legal & Compliance Policies Employment, Benefits & Workplace Policies Student Policies		
Related Procedure(s)/ Guideline(s):			
Policy Owner:	Chief Student Services Officer & Chief Human Resources Officer		
Date Approved:	4.26.08		
Review Dates:		Revision Dates:	1.4.23
Policy Scope:	Students Employees Public		
Policy Statement:	<p>Southwest Wisconsin Technical College (hereinafter “Southwest Tech” or “College”) is committed to providing a safe, healthy learning community for all its members. The College recognizes improper and/or excessive use of alcohol and other drugs may interfere with the College’s mission by negatively affecting the health and safety of students, faculty, and staff. Due to the harm caused by the excessive and/or illegal use of alcohol and other drugs, the College has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of our community.</p> <p>Southwest Tech is committed to maintaining an alcohol and drug-free learning and work environment for students, faculty, staff, and visitors. An alcohol and drug-free campus provides for a safe and healthy campus and workplace for all. This policy applies to students, employees, and the public on Southwest Tech’s owned and leased property, including housing, owned, leased, or controlled by the College, Foundation or Real Estate Foundation, and, at College-sponsored activities and events. This policy also applies to College-sponsored off-campus activities and locations wherever held. Wisconsin Technical College System Board policy forbids the expenditure of student activity fees for alcoholic beverages.</p> <p>The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to: the Drug Free Schools and Communities Act Amendment of 1989; the Drugfree</p>		

Workplace Act of 1988; the Americans with Disabilities Act of 1990; the 1989 Wisconsin Act 121; and the Uniform Controlled Substances Act, Wisconsin Statutes Chapter 161. The Uniform Controlled Substances Act prohibits using, selling, manufacturing, distributing, possessing, storing, dispensing, purchasing, transferring, or being under the influence of alcohol and/or controlled substances, illegal or illicit drugs, or alcohol by any student, employee, or vendor on College-owned or leased property, student learning environments, educational field trips, club activities, or at any College-sponsored activity wherever held. Controlled substances refer to any drug or substance that is prohibited by state or federal law. See the 'Allowable Use of Alcohol and Other Drugs' section for permissible use.

Alcohol: Employees, students, and campus guests, regardless of age, are expected to refrain from the use of alcohol on Southwest Tech-owned or leased premises including Foundation and Real Estate Foundation-owned or leased premises or at College-sponsored/supported events, while driving a College vehicle or while otherwise engaged in College business. The only exception is if alcohol is served as part of an event listed under the Allowable Use of Alcohol and Other Drugs section. Employees must follow the requirements related to alcohol in the Employee Handbook. Students must also follow the requirements related to alcohol in the Student Code of Conduct and Student Handbook. In addition, housing students must follow the requirements related to alcohol in the Student Housing Lease and the Student Housing Handbook.

Drugs and Controlled Substances: Employees, students, and campus guests are prohibited from the use of drugs, other controlled substances, and/or related paraphernalia including hookahs on Southwest Tech-owned or leased premises including Foundation and Real Estate Foundation-owned or leased premises or at College-sponsored/supported events, while driving a College vehicle, or while otherwise engaged in College business. The only exception is if drugs and/or drug paraphernalia are used as part of an event listed under the Allowable Use of Alcohol and Other Drugs. Employees must follow the requirements related to drugs and controlled substances in the Employee Handbook. Students must also follow the requirements related to drugs and substances in the Student Code of Conduct and Student Handbook. In addition, housing students must follow the requirements related to drugs and controlled substances in the Student Housing Lease and the Student Housing Handbook.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others

while on College property while driving a College or privately owned vehicle, or while otherwise engaged in College business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person.

All members of the College community also are governed by and subject to laws, regulations, and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Disciplinary Action

Any violation by employees or students will follow appropriate disciplinary action. Employee discipline will follow the Employee Handbook progressive discipline policy. Student discipline will follow the process outlined in the Student Code of Conduct.

As mandated by the Drug Free Workplace Act of 1988, employees must report any conviction under a criminal drug statute for violations which occurred while the employee was conducting Southwest Tech business, whether on- or off-campus. This report must be made to Human Resources within five (5) days after the conviction. Failure to report in the required timeframe will result in appropriate disciplinary action up to and including termination.

Allowable Use of Alcohol and Other Drugs

Alcohol, illicit drugs, and drug paraphernalia are permissible as part of an educational program that is dictated by curriculum needs and used under the direct supervision of faculty, with advanced approval by the President or designee.

Southwest Tech may grant permission for serving beer and/or wine at District facilities to Southwest Tech affiliated groups or outside organizations. Written permission must be granted by the President or designee. Organizations sponsoring an event will assume responsibility for damages to the facility, may be required to present evidence of insurance and will be required to indemnify Southwest Tech from any loss, damage or injury resulting from the serving of beer and/or wine. For all approved College related events involving alcohol, a licensed bartender must be present to serve the alcohol.

Alcohol and Drug-Free Awareness and Referral Programs

The College has established an alcohol and drug-free education and awareness program for all employees and students. This program includes distribution of its policies, sanctions for violations, health risks associated with alcohol and other drug use, and resources available to students and employees.

	<p>All students are encouraged to seek help early if they feel they have a problem with drugs and/or alcohol and to learn how to assist others with substance abuse problems. Students have access to the Southwest Tech's Mental Health Counselor for assessment and/or intervention referral for alcohol and other drugs.</p> <p>Employees with alcohol or drug abuse problems are strongly encouraged to seek help. Alcohol and drug abuse rehabilitation and assistance programs are available through the College's health benefits program and through the College Employee Assistance Program. Employees may contact the Office of Human Resources to seek assistance and/or referral to an appropriate outside agency. Employees are encouraged to use the College Employee Assistance Program for assessment and/or intervention referral.</p> <p>A copy of this Policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall semester.</p>
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