

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR II-1.1-11	PAGE 1
	DATE EFFECTIVE 5/1/89	SUPERSEDES REGULATION DATED

UNIVERSITY OF KENTUCKY
ALCOHOL ABUSE POLICY AND PROCEDURES

I. Policy

The University is committed to providing a healthy and safe workplace for its employees. The problem of alcohol abuse constitutes a growing national crisis; therefore, the University has this alcohol abuse policy.

A. Conduct which is a violation of this policy poses unacceptable risk and disregard for the health, safety and welfare of co-workers, students and the total University community.

1. Alcohol abuse, or being under the influence or the unauthorized use or consumption of alcohol on University of Kentucky property or while on University business, is prohibited and is subject to disciplinary action up to and including suspension and/or discharge.

2. Reporting to work under the influence of alcohol is prohibited and is subject to disciplinary action, up to and including suspension and/or discharge.

II. Delegation

Authority for enforcement of this policy is vested with the appropriate chancellor or vice president in conjunction with the sector personnel office.

III. Procedures

A. The University of Kentucky provides educational programs and general information on the danger of alcohol use and abuse in the workplace. The University of Kentucky trains its supervisors to recognize mental and physical signs of problem drinking.

B. In the University System, whenever a supervisor notices an employee suspected of being under the influence of alcohol, that supervisor shall (1) suspend the employee pending further investigation and (2) inform the respective sector chief personnel officer for a staff employee, or the appropriate dean for faculty. For the Community College System, the supervisor shall inform the community college president who shall (1) suspend the employee pending further investigation and (2) inform the community college chief official for staff personnel or for faculty.

1. For faculty the appropriate dean or community college president, and for staff employees the respective sector chief personnel officer for the Lexington Campus and the Medical Center or the respective community college president in conjunction with the employee's supervisor and the community college chief personnel officer, shall conduct an investigation and, based on factual information obtained from all parties involved, determine whether there has been a violation of this policy.

NOTE: All discussions, investigations, and basis for disciplinary or rehabilitative actions shall be strictly confidential.

2. For staff employees, if the evidence confirms that the employee has violated this policy, the sector chief personnel officer with the employee's supervisor, or the appropriate community college president with the employee's supervisor and the community college chief personnel officer, shall review the factual information to determine the appropriate action which includes the following:

(a) Disciplinary action up to and including suspension and/or discharge; and/or

(b) Referral to an employee assistance program or rehabilitation program.

3. For faculty members and for teaching assistants and research assistants in their teaching and research assignments in the University System, if the evidence confirms that the faculty member, the teaching assistant or the research assistant has violated this policy, the dean shall make a written report containing the dean's recommendation and findings and forward it to the appropriate chancellor through the University Senate Advisory Committee on Faculty Code. In addition to referral to an employee assistance program and/or drug rehabilitative program, sanctions include those listed in Section 4.0 of the Code of Faculty Responsibility. For faculty at a community college, the president shall make a written report containing the president's recommendation and findings and forward it to the Chancellor who shall determine a sanction.

4. For student employees, if evidence confirms that the student has violated this policy, the sector chief personnel officer and/or the appropriate community college president, consistent with Staff Personnel Policy and Procedures Number 12.0 and Number 62.0, shall determine the appropriate sanction in accordance with the student employee's status as an at-will employee.

NOTE: Nothing in this policy shall be construed to prohibit or interfere with whatever appropriate disciplinary action which may be taken in accordance with the student employee's status, as provided in the Code of Student Conduct.

5. For postdoctoral scholars, residents, and clinical fellows, if the evidence confirms that a postdoctoral scholar, a resident, or a clinical fellow has violated this policy, the dean of the appropriate college in the Medical Center or the Dean of the Graduate School for all such persons outside the Medical Center shall make a written report containing the dean's recommendation and findings and forward it to the Chancellor for the Medical Center or the Vice President for Research and Graduate Studies, as appropriate, who shall impose a sanction.

C. Whenever a supervisor notices an employee with overt signs of mental and physical impairment thought to be secondary to substance abuse, or when job related behavior or work performance suggests substance abuse, the supervisor shall refer the employee to the Lexington Campus Employee Assistance Program (REFER). University Hospital/Medical Center employees shall be referred to the designated employee assistance program coordinator. Community College employees shall be referred to an appropriate local rehabilitation health service by the community college president.

1. The decision to acknowledge problem drinking and accept therapeutic intervention rests with the employee, and participation in an employee assistance program or rehabilitative program is voluntary. However, refusal to participate in appropriate intervention program(s) shall result in disciplinary action, up to and including suspension and/or dismissal.

2. The Employee Assistance Program coordinator or, where no employee assistance program exists, the appropriate dean for faculty members, the sector chief personnel officer for staff employees, or the respective community college president for faculty or staff, shall monitor the progress of the employee and inform the employee's supervisor of the employee's progress and anticipated safe return to the job.

3. If an employee with problem drinking and/or poor work refuses or fails therapy, then the appropriate dean for faculty members, the chief sector personnel officer or the respective community college president, in conjunction with the employee's supervisor, shall institute an appropriate work performance evaluation and action.