

## *Virginia Tech Alcohol and Drug Policy Summary*

Virginia Tech strives to maintain a work environment free from the adverse effects of alcohol and drugs. For the university to remain in compliance, and as a condition of employment, employees must abide by the terms of policies [1020: Policy on a Drug-Free University](#) and [1015: Alcohol Policy](#).

These policies prohibit the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs by employees and students on university property or as part of any university activity. They are consistent with the federal *Drug Free Workplace Act of 1988*, the federal *Drug Free Schools and Communities Act of 1989*, and the *Commonwealth of Virginia's Policy on Alcohol and Other Drugs*.

Any employee or student who violates these policies is subject to disciplinary action up to and including termination of employment, expulsion from the university, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. The university's enforcement of these policies has a direct impact on the federal funding Virginia Tech receives.

### **Specific acts that are subject to disciplinary action include:**

1. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs in the workplace, on university property or as part of any university activity.
2. Reporting to or remaining at work impaired by, or under the influence of, alcohol or illicit drugs
3. An action which results in criminal conviction for
  - a. A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
  - b. A violation of any alcoholic beverage control law, or law that governs driving while intoxicated, for conduct occurring in the workplace.

4. The failure to report to their supervisors in writing that they have been convicted of any offense as defined in item three above, within five calendar days of the conviction.  
*(Supervisors are required to report such occurrences to the Department of Human Resources immediately.)*

**Employees who desire assistance with counseling, treatment, and/or rehabilitation programs have the following resources available to them:**

1. Employee Assistance Program (EAP): Confidential services to employees and to supervisors, who must confront employees with personal problems that affect the work environment, are available through the employee's medical insurance provider.
  - a. COVA Care or COVA HDHP: Anthem | 1-855-223-9277 | [www.anthemEAP.com](http://www.anthemEAP.com)  
(Login: Commonwealth of Virginia)
  - b. COVA HealthAware: Aetna | 1-888-238-6232 | [www.mylifevalues.com](http://www.mylifevalues.com) (Username: COVA/Password: COVA)
  - c. Kaiser Permanente: 1-866-517-7042 | [www.achievesolutions.net/kaiser](http://www.achievesolutions.net/kaiser)
2. Other agencies, which may provide assistance or referral information, include:
  - a. Virginia Tech Cook Counseling Center: 540-231-6557 | [www.ucc.vt.edu](http://www.ucc.vt.edu)
  - b. New River Valley Community Services: 540-961-8400 | [www.nrvcs.org](http://www.nrvcs.org)
  - c. Virginia Department of Behavioral Health and Developmental Services: [www.dbhds.virginia.gov](http://www.dbhds.virginia.gov)
  - d. Alcoholics Anonymous Services: [www.aa.org](http://www.aa.org)

Information regarding an employee's enrollment in an alcohol and or drug rehabilitation program shall only be disclosed with the employee's permission or when the agency determines that disclosure is necessary.

At the discretion of management, an employee may be granted leave from work to participate in rehabilitation programs for treatment of alcohol and other drug problems. Agencies should consider such treatment for classified employees as justification under rule 10.4 of the Rules for the Administration of the Virginia Personnel Act, "Sick Leave."

**Online Resources**

1. [Virginia Drug Rules](#)
2. [Virginia Alcohol and Tobacco Rules](#)
3. [Hokie Wellness](#)