

## **Substance Abuse Policy**

Our ability to maintain a safe workplace and to promote high standards of employee health is directly dependent upon the establishment and maintenance of a workplace that is free from the adverse effects of drug use and alcohol abuse.

As an employee of the College, you are required to be fit-for-duty at all times during the work day<sup>1</sup> or while on the College premises or while off campus at any College-sponsored activity or event.<sup>2</sup> You are not fit-for-duty if, during the work day or while on the College's premises or while off campus at any College-sponsored activity or event, you are under the influence of illegal drugs or alcohol or an impermissible level of illegal drugs or alcohol is in your system. For the purposes of this Policy, the term **illegal drugs** includes the following:

- Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.);
- Any legally-dispensable controlled substance or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery or alteration of a prescription or used by any individual other than the person for whom it was prescribed;
- Any over-the-counter medication capable of impairing one's alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse; and
- Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

The College reserves the right to determine **fitness for duty** by drugs and/or alcohol tests where there is reason to believe an employee is unfit-for-duty. An employee who is unfit-for-duty will be subject to disciplinary action, up to and including immediate discharge. An employee's failure to submit to the requested testing or tampering with testing procedures is a violation of Peirce College's policies and will be grounds for disciplinary action, up to and including immediate discharge from our employ. However, such test need not be administered when Peirce College has independent proof that this Policy has been violated.

Further, if the College reasonably suspects an employee has violated this Policy, the employee may be required to submit to a **search** of his or her desk or work area, clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on the College's premises. (Please refer to the provisions described below under the Policy entitled **Searches**.) An employee's refusal to submit to a search under these circumstances constitutes insubordination and will be grounds for disciplinary action, up to and including immediate discharge from our employ.

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<sup>1</sup> The term "work day" includes, in addition to actual working time, meal and other breaks, if you return to work after such breaks, regardless of whether you are on the premises of the College during such time and regardless of whether you are paid for such time.

<sup>2</sup> The term "premises" includes all College owned or leased facilities, buildings, parking areas, campus and surrounding grounds, and motor vehicles.

**The use, consumption, possession, selling, dispensing, manufacture, storage or distribution of alcohol while on the College's premises or during the work day or while off campus at any College-sponsored activity or event is strictly forbidden and will result in disciplinary action, up to and including an employee's immediate discharge.** There are two narrow exceptions to this general prohibition. First, from time to time, the College serves alcoholic beverages at business events and other functions hosted or sponsored by the College which are held on the College's premises. In the event the College serves alcohol under these circumstances, you must be twenty-one (21) years of age or older to consume the alcohol, and you must limit your consumption of alcoholic beverages to an amount which will not result in your becoming impaired or under the influence. Second, an employee over age 21 may consume limited quantities of alcohol on the College's premises in connection with business lunches and/or other business activities provided that: (i) the consumption is limited to amounts of alcohol which will not result in the employee's becoming impaired or under the influence, (ii) the employee obtains prior permission from the member of the Executive Leadership Team responsible for the employee's department, and (iii) the business lunch or other activity involves nonemployees.

Subject to these narrow exceptions, the possession of alcohol while on the College's premises is strictly forbidden and will result in disciplinary action, up to and including an employee's immediate discharge. However, an employee may have in his or her own vehicle off College premises unopened containers of alcoholic beverages, provided that the alcohol is intended for consumption off premises.

**Employees also are prohibited from using, consuming, possessing, selling, dispensing, manufacturing, storing or distributing illegal drugs while on the College's premises or during the work day or while off campus at any College-sponsored activity or event. An employee who violates this provision will be subject to disciplinary action, up to and including immediate discharge.**

Exempt and Salaried Nonexempt employees who violate this Policy may also be suspended without pay in full day increments only.

Involvement with illegal drugs off premises and/or outside of the work day may also result in disciplinary action, up to and including termination of your employment with the College, where such involvement may have an adverse effect on the College's reputation and/or the operations.

In addition, an employee may be subject to criminal prosecution under applicable federal, state and local laws. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol is set forth below and is available by clicking the following link: <https://www.peirce.edu/about/consumer-information>

Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

An employee who is convicted of a drug-related offense occurring in the workplace must inform his or her manager in writing within five (5) days of such conviction. For purposes of this requirement, a conviction includes a guilty plea, a plea of nolo contendere or any court-supervised or court-imposed sentence. The workplace includes anywhere the employee performs work on behalf of the College.

**The College is committed to providing educational programs and counseling to employees concerning the risks associated with alcohol and illegal drug use and/or abuse.**

An employee who believes that he or she may have a drug and/or alcohol problem is encouraged to contact our Employee Assistance Program (EAP) for confidential assistance. (Please refer to the provisions described under the Program entitled **Employee Assistance Program** which appears in Section L of this Handbook.) Because your consultation with the EAP is confidential, we will not know that you are consulting with the EAP unless you tell us. Accordingly, if you need an accommodation because of a substance abuse (or any other) problem, it is your responsibility to make this request to the Human Resources Department. Your continued employment under these circumstances may also be subject to the terms, conditions and restrictions set forth in a Return to Work Agreement designed to ensure that there are no substance abuse infractions of this Policy. In addition, admission of drug or alcohol use does not excuse prior or subsequent violations of this Policy or any other rule or regulation of the College.

If you are taking any **prescription or over-the-counter medication** which could interfere with your ability to perform your job safely, please inform your manager so that alternative responsibilities can be explored.

**The following is a summary of significant legal sanctions under local, state and federal law for the unlawful possession or distribution of illegal drugs and alcohol.**

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provide penalties pertaining to the **possession and distribution of alcohol**. Prohibitions include, among other things:

1. **The Pennsylvania Vehicle Code, 75 Pa. C.S.A. § 3101 et seq.:**
  - a. Pennsylvania has set .07% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.
  - b. This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Any person who causes the death of an individual while driving under the influence will be guilty of a felony and shall be ordered to serve a minimum term of imprisonment of not less than three years. Any person who negligently causes serious bodily injury to another person while driving under the influence will be guilty of a felony of the second degree.
2. **The Pennsylvania Crimes Code, 18 Pa. C.S.A. § 5505 et seq.:**
  - a. Public Drunkenness - A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he may endanger himself or herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to \$300 to imprisonment for up to 90 days.
  - b. Misrepresentation of Age - Individuals are prohibited from misrepresenting one's age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties are as stated in (a) above and also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

- c. Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages by A Minor - Minors are prohibited from attempt to purchase, consume, possesses or knowingly transport such beverages. Penalties range from fines of up to \$300, imprisonment of up to 90 days and license suspension of 90 days for first offenses; penalties for three or more offenses are up to \$500 in fines, imprisonment of up to one year, and license suspension for up to two years.
- d. Prohibited Sale to Minors - It is a crime to intentionally and knowingly sell, furnish or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
- e. False Identification Cards - It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (c) above.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, [http://www.lcb.state.pa.us/portal/server.pt/community/pennsylvania\\_liquor\\_control\\_board/17476](http://www.lcb.state.pa.us/portal/server.pt/community/pennsylvania_liquor_control_board/17476).

Numerous laws pertain to the **distribution and possession of illegal drugs**. These include:

1. **The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. Cons. Stat. § 780-101 et seq.**, prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars (\$5,000), or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars (\$25,000), or both.
2. **The Pharmacy Act, 63 Pa. Cons. Stat. § 390-8**, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars (\$5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to (\$15,000), or both.
3. **The Federal Controlled Substances Act, 21 U.S.C. § 801 et seq.**, prohibits, among other things, the manufacture, distribution, dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties are life imprisonment, a fine of four million dollars (\$4,000,000), or both. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property

of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars (\$1,000), or both.

***The harmful effects of alcohol and drug use include:***

**Alcohol**

**Long Term Health Risks**

- Hepatitis or cirrhosis of the liver
- High blood pressure
- Stroke
- Ulcers and inflammation of the stomach
- Cancer including breast cancer and those of the head and neck
- Birth defects to infants of pregnant women

**Immediate Effects**

- Decreased respiration rate
- Impaired judgment
- Loss of coordination
- Risk of asphyxiation due to vomiting

**Social Effects**

- Decreased academic and professional productivity
- Increased likelihood of automobile accidents
- Difficulty maintaining relationships
- Impaired judgment in public and social situations

For more information about alcohol abuse and prevention, please visit

<http://www.collegedrinkingprevention.gov/>.

**Marijuana**

**Long Term Health Risks**

- Heavy cough
- Lung infections
- Respiratory tract and lung cancer
- Decreased immuno response
- Heart attack

**Immediate Effects**

- Increased heart rate
- Short term memory loss
- Impaired judgment
- Loss of coordination

**Heroin**

**Long Term Effects**

- Addiction
- Arthritis

- Infection of the heart valves
- Collapsed veins
- Contraction of infectious disease such as hepatitis or AIDS

### **Immediate Effects**

- Decreased respiration
- Nausea
- Confusion
- Decreased sensation of physical pain

## **Cocaine**

### **Long Term Health Effects**

- Irregular heartbeat
- Increased likelihood of heart attack
- Strokes
- Seizures
- Nausea
- Respiratory infections and failure
- Paranoia
- Auditory hallucinations

### **Immediate Effects**

- Increased energy
- Decreased appetite
- Increased body temperature
- Dilated pupils
- Increased heart rate

## **Hallucinogens and Dissociative Drugs**

### **Long Term Health Effects**

- Abnormal heart beat
- Decreased breathing rate
- Withdraw symptoms
- Psychotic episodes long after use

### **Immediate effects**

- Intense mood swings
- Separation from reality
- Increased appetite
- Increased heart rate
- Nausea
- Sweating
- Dizziness
- Numbness
- Tremors
- Muscle contractions

## **Inhalants**

### **Long Term Effects**

- Hearing loss
- Spasms or neuropathy
- Bone marrow damage
- Brain damage
- Damage to the central nervous system
- Kidney failure
- Depression
- Muscle weakness

### **Immediate Effects**

- Increased heart rate
- Feeling of warmth
- Muscle weakness
- Impaired judgment
- Agitation
- Excitability
- Lowering of inhibitions
- Loss of sensation
- Lack of coordination

For more information about drug abuse and prevention, please visit <http://www.drugabuse.gov>.

### ***Drug and alcohol prevention resources include:***

The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA) which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts.

The Philadelphia SCA gives the following contact information for people seeking treatment for Drug and Alcohol abuse:

- People on medical assistance from the state, call: (888) 545-2600
- People without medical assistance, call: (215) 546-1200
- People with private insurance should contact their insurer for information.

### ***For information about local self-help meetings contact:***

Alcoholics Anonymous ([www.sepennaa.org](http://www.sepennaa.org)) call (215) 923-7900

Adult Children of Alcoholics ([www.adultchildren.org](http://www.adultchildren.org))

Al-Non-Alateen (<http://www.al-anon.alateen.org>) call (215) 222-5244 (for family and friends of alcoholics)

Nar-Anon ([www.na.org](http://www.na.org)) call (215) 440-8400 (for family and friends of drug addicted persons)

Cocaine Anonymous ([www.ca.org](http://www.ca.org)) call (215) 333-7798

**Local substance abuse treatment centers include:**

**Diagnostic and Rehabilitation Center**

**Main Clinic**

229 Arch Street  
Philadelphia, PA 19106  
Phone: (215) 625-8060

*Primary Focus:* Mix of mental health and substance abuse services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient, partial hospitalization/day treatment, non-hospital residential (24 hour)

*Special Programs/Groups:* Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, criminal justice clients

*Forms of Payment Accepted:* Self payment, Medicaid, military insurance (for example, VA, TRICARE)

**Family Center of Thomas Jefferson University**

**Specialized Program for Pregnant Women**

1201 Chestnut Street  
11th Floor  
Philadelphia, PA 19107  
Phone: (215) 955-8577

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment, Methadone/LAAM Maintenance

*Type of Care:* Outpatient

*Special Programs/Groups:* Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Pregnant/postpartum women, women

*Forms of Payment Accepted:* Self payment, Medicaid, Medicare, private health insurance

*Payment Assistance:* Payment assistance

*Special Language Services:* Spanish

**Consortium**

26 S. 40<sup>th</sup> Street  
Philadelphia, PA 19104  
Phone: (215) 596-8300

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Women

*Forms of Payment Accepted:* Self payment, Medicaid, Medicare

**Horizon House**

**Outpatient Substance Abuse Program**

120 South 30th Street, 5th Floor  
Philadelphia, PA 19104  
Phone: (215) 386-5128 extension 524  
Intake: (215) 386-5128

Website: [http://pennsylvania.drugrehab101.com/clinicDetails\\_9414.html](http://pennsylvania.drugrehab101.com/clinicDetails_9414.html)

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Forms of Payment Accepted:* Self payment, Medicaid



**Jefferson Intensive Outpatient**

111 South 11<sup>th</sup> Street  
Philadelphia, PA 19107  
Phone: (215) 955-6000

Website: <http://hospitals.jefferson.edu/departments-and-services/psychiatry-and-human-behavior/adult-inpatient-and-outpatient/>

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Criminal justice clients

*Forms of Payment Accepted:* Self payment, Medicaid

*Payment Assistance:* Sliding fee scale (fee is based on income and other factors)

**Jefferson Outreach Drug/Alcohol Program**

833 Chestnut Street, 2nd Floor Suite 210-E  
Philadelphia, PA 19107  
Phone: (215) 955-8856

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Gay and lesbian, seniors/older adults, pregnant/postpartum women

*Forms of Payment Accepted:* Self payment

*Payment Assistance:* Sliding fee scale (fee is based on income and other factors)

**John F Kennedy Community Mental Health Center****Walk In Clinic**

112 North Broad Street  
Philadelphia, PA 19102  
Phone: (215) 568-0860

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients

*Forms of Payment Accepted:* Self payment, Medicaid, Medicare, private health insurance

*Payment Assistance:* Sliding fee scale (fee is based on income and other factors), payment assistance

*Special Language Services:* Spanish

**Northeast Treatment Centers****Spring Garden Counseling Center**

499 N. 5<sup>th</sup> Street, Suite B and C  
Philadelphia, PA 19123  
Phone: (215) 451-7000

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients

*Forms of Payment Accepted:* Self payment, Medicaid, Medicare, private health insurance

*Payment Assistance:* Sliding fee scale (fee is based on income and other factors)

**Rehab After Work**

1420 Walnut Street

Suite 500

Philadelphia, PA 19102

Phone: (215) 546-2200

Website: <http://www.rehabafterwork.com>

*Primary Focus:* Substance abuse treatment services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient

*Special Programs/Groups:* Adolescents, DUI/DWI offenders

*Forms of Payment Accepted:* Self payment, private health insurance

*Special Language Services:* French, German

**Wedge Medical Center**

Substance Abuse Services

2009 South Broad Street

Philadelphia PA 19148

Phone: (215) 271-2200

Website: [http://alcoholism.about.com/od/tx\\_pa/qt/pa321.htm](http://alcoholism.about.com/od/tx_pa/qt/pa321.htm)

*Primary Focus:* Mental health and substance abuse services

*Services Provided:* Substance abuse treatment

*Type of Care:* Outpatient, partial hospitalization/day treatment

*Special Programs/Groups:* Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients

*Payment Accepted:* Self payment, private health insurance

*Payment Assistance:* Sliding fee scale based on income and other factors

*Special Language Services:* Spanish

**Other resources include:****Caron Philadelphia**

450 Plymouth Road, Suite 301

Plymouth Meeting, PA 19462

Phone: (610) 743-6565 or (800) 854-6023

Website: [www.caron.org](http://www.caron.org)

*Description:* Caron is a nationally recognized non-profit provider of alcohol and drug addiction treatment. Caron has more clinical programs to meet the specific needs of each patient regardless of their age, gender, or severity of their addiction than any other treatment center in the United States. With experience in treating co-occurring disorders, Caron offers the most comprehensive treatment programs for adolescents, young adults, adults and their families. All of Caron's programs are staffed by full-time professionals to ensure each patient receives an individualized treatment team, consisting of a psychologist, addiction counselor, medical staff, and pastoral counselors. Caron treats people with chemical addictions of every type: alcohol, drugs such as heroin, cocaine, marijuana and prescription medicines; as well as substances such as inhalants.

**Women for Sobriety, Inc.**

Phone: (215) 536-8026

Website: [www.womenforsobriety.org](http://www.womenforsobriety.org)

*Description:* Women For Sobriety, Inc. is a non-profit organization dedicated to helping women overcome Alcoholism and other addictions. Our ["New Life" program](#) helps achieve sobriety and sustain ongoing recovery.