



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Drugs and Alcohol Employees

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I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees.
- C. **Scope:** This policy applies to University employees.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999



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Employees

III. Policy Statement

A. Standards of Conduct

The Trustees hereby prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the property or as part of the activities of the University, except as set forth in Section 4.9.

B. Disciplinary Sanctions

Students and employees who violate the foregoing standards of conduct shall be subject to disciplinary sanctions which may include, without limitation, completion of an appropriate rehabilitation program, reprimand, probation, suspension from the University, expulsion from the University, corrective action, a fine, temporary adjustment of pay to a lower step in the assigned pay grade, demotion, reassignment with or without a salary adjustment, suspension with or without pay, and termination. Disciplinary sanctions shall be consistent with local, state and federal law and shall be administered in accordance with applicable student disciplinary procedures, state personnel system rules and procedures, and Handbook for Professional Personnel policies. In addition to the foregoing disciplinary sanctions, violations shall be reported to law enforcement authorities for criminal prosecution.

C. Definitions

1. "Illicit drugs" shall mean controlled substances listed in Schedules I - V of the Controlled Substances Act, 21 U.S.C. § 812, and related federal regulations, 21 C.F.R. §§ 1308.11 - 1308.15, as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. "Illicit drugs"



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shall include controlled substance analogs as defined by federal and state law.

2. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
3. "Property" shall mean any real or personal property owned, leased, chartered or occupied by the University including, but not limited to, motor vehicles, boats and aircraft.
4. "Activities" shall mean any act or event sponsored or participated in by the University, including its constituent administrative units and approved student organizations. Without limitation, "activities" shall include all intercollegiate and intramural athletic events; faculty, staff, and student meetings, conferences, field trips, and retreats; and all other acts or events for which the University, including approved student organizations, pays expenses or provides facilities, services, supplies, or transportation. "Activities" shall not include incidental work- or study-related activities which students or employees perform in their personal, off-campus residences (e.g., studying, class preparation, writing or reading) or purely social events which are held off-campus and are organized or attended by students or employees solely in their personal capacities.

D. Implementation

The University shall implement a drug and alcohol abuse prevention program which, at a minimum, meets the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. §1145(g), and shall review its program biennially to determine its effectiveness, implement changes if needed and ensure that the sanctions authorized by this policy are consistently enforced.



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E. Other Policies

This policy is supplemental to and does not supersede or repeal other related State policies, including the State of Colorado Substance Abuse Policy promulgated by the Governor.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 3.8 of the *MSCD Trustees Manual, 2007*.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver