

# OBERLIN

COLLEGE & CONSERVATORY

TO: All Employees  
FROM: The Department of Human Resources  
RE: The Drug-Free Workplace Act  
DATE: September, 2013

It is College policy to maintain the campus as a drug-free workplace. By receipt of this memorandum, the College is notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the workplace. The illegal use of alcohol and other drugs is in violation of the law, and Oberlin College will not protect students or employees from prosecution under federal, state or local laws. Current Ohio law regarding drug abuse may be found in Chapter 2925 of the Ohio Revised Code and related sections in Chapter 3719. Any violation will subject persons to disciplinary processes. Employees must, as a condition of employment, abide by this prohibition and report to their department head and the Manager of Employee Relations in the Department of Human Resources any conviction of drug-related activity in the workplace within five days after the conviction.

The College does not wish to intrude into the personal lives of employees, but it does have a direct interest in providing suitable assistance to overcome job performance deficiencies that result from personal problems, including alcohol and drug dependence. The Employee Assistance Program has been established as a confidential resource to help supervisors, department heads and employees identify these problems and provide prompt referral to appropriate resources. Employee benefit plans may pay for a portion of the cost of any necessary treatment. The Benefits Coordinator in the Department of Human Resources (x58430) is available to answer any questions you may have concerning health insurance coverage.

Information regarding the availability and location of various recovery programs and support groups can be found at <http://www.oberlin.edu/ocwell>. A number of these groups meet on campus. Others meet at local churches or other organizations conveniently located throughout the area. These services are provided to benefit the entire institution. Employees are encouraged to seek voluntary treatment for drug or alcohol addiction as soon as a problem has been identified.