

## Reading Area Community College Drug and Alcohol Abuse Policy

All faculty, staff and student employees are expected to report to work free of the influence of alcohol or illicit drugs and refrain from the use of alcohol or illicit drugs during the performance of their work. All faculty, staff and student employees are required to notify the appropriate College official, immediate supervisor or Human Resource Director of any criminal conviction related to his or her own drug activity in the workplace.

The sale, distribution, use or possession of illegal drugs is a violation of federal and state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. In addition, students, faculty and staff who are convicted of violating the law by selling, distributing, using or possessing illegal drugs on College property, or while on College business, will be subject to disciplinary action and up to and including expulsion and/or termination. The standard penalty for drug distribution or sale will be expulsion or termination, while penalties for use or possession may include drug education and referral to local treatment programs in lieu of dismissal or termination.

The College's policy prohibiting alcohol abuse and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to protect the health and safety of all members of the community, and to protect their rights to an environment free from the effects of substance abuse. Students and employees who violate the policy are subject to disciplinary action by campus officials and/or referral to the appropriate law enforcement agencies. Disciplinary action may include the successful completion of an appropriate rehabilitation or treatment program.

Violations of this policy will be treated very seriously and could result in immediate expulsion from the College or termination.

Faculty and other employees (including student employees) must abide by the terms of this policy as a condition of employment. Employees who violate the policy are subject to disciplinary action. The type of action will be determined by an evaluation of the circumstances of the case. Possible disciplinary actions include, but are not limited to, successful participation in a rehabilitation or treatment program, suspension with or without pay, termination of employment, and referral to governmental authorities for prosecution.

Abuse of drugs and high risk consumption of alcohol is not only detrimental to academic endeavors and to enjoyable social activity, but is potentially illegal, dangerous to health, frequently produces destructive behavior, is likely to cause irresponsible use of motor vehicles or other equipment, and often impairs social interaction.

To provide information about the dangers of drug use and alcohol abuse, Reading Area Community College provides written information, in the form of posters and brochures

and encourages employees and students to avail themselves of counseling and referral services through Berks County Drug and Alcohol Abuse agencies. Addresses and telephone numbers for local and private agencies are listed below.

If you, or anyone you know, is experiencing drug or alcohol related problems, please use the resources below to seek guidance and support.

**Alcoholics Anonymous**

610 Reading Avenue  
Reading, PA 19611  
(610) 373-6500

**Narcotics Anonymous**

1452 Cotton Street  
Reading, PA 19602  
(610) 374-5944

Council on Chemical Abuse

<http://www.councilonchemicalabuse.org/>

Drug and Alcohol Outpatient Services

<http://www.creativehs.org/D&A.htm>