

## Employee Lifestyle Expectations

Employees of Seattle Pacific University are members of a community. All communities expect their members to uphold certain standards of behavior and contribute to the welfare of the group in specific ways. The community expectations of SPU are standards of behavior which reflect the University's commitment to providing higher education in the context of an evangelical Christian and Wesleyan heritage. Employees serve as both ambassadors of SPU to the external community and role models for students.

Therefore, as members of this academic and faith community, SPU employees are asked to make behavioral and lifestyles choices consistent with biblical standards of moral integrity, social consciousness, and effective Christian witness. In keeping with these expectations and to ensure a spirit of Christian community, University employees are expected to refrain from:

- illegal or unethical acts of any kind
- sexually immoral behavior which is inconsistent with Biblical standards\*
- use of any alcohol and/or tobacco products on campus or at any University sponsored activity\*\*

Employees who engage in any of these activities may face disciplinary action up to and including termination of employment with the University.

\* For more information, see the University's official statement on human sexuality (copies available in the Office of Human Resources).

\*\* For more information, see the University's policy on alcohol, tobacco and drug use (policy available in the Staff handbook).

## Alcohol, Tobacco and Drug Use

### Purpose

The purpose of the alcohol, tobacco and drug use policy is to support the educational mission of the University with standards of personal health, moral integrity, and social consciousness, as well as to ensure that the provisions of the Drug Free Workplace Act are fully implemented.

### Restrictions

1. The University prohibits in its workplace the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. A "controlled substance" means any drug or substance the use, distribution, dispensation or possession of which is controlled by criminal statute or regulation (including, but not limited to, marijuana, cocaine, heroin,

- morphine or valium). However, proper use of medication prescribed by a licensed physician shall not constitute a violation of this policy.
2. The University does not permit staff to use alcohol or tobacco at any time on University property, or as part of any of its activities, or while the staff member is at work on behalf of the University. Furthermore, staff must not use alcohol or tobacco in any situation where Seattle Pacific University students are present or expected to be present.
  3. The University strongly encourages faculty and staff to use discretion and sound judgment in the use of alcohol or tobacco while off campus and not engaged in work on behalf of the University.

## **Enforcement**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by staff will be grounds for immediate disciplinary action, up to and including termination and referral for criminal prosecution.

Any other violation of this policy will be grounds for immediate disciplinary action, up to and including termination.

Supervisors should not attempt to diagnose alcoholism, drug dependency, or any other complex physical, mental, or emotional problem, but they should identify, document, and attempt to correct all employee job performance and/or work behavior problems, if appropriate.

An employee who reports to work exhibiting specific, objective signs of being under the influence of or having consumed alcohol or controlled substances, or of abusing prescription medications, will generally be placed on suspension for the remainder of the work day. If the abnormal behavior resulted from prescription drug use in compliance with a physician's instructions, the University's sick pay policy applies. If the behavior is a result of drug abuse or alcohol use, the employee will be subject to further disciplinary action, up to and including termination and referral for prosecution if appropriate. If the behavior results in a conviction of a violation of criminal drug laws involving the workplace, the disciplinary actions will be dictated by the Drug-Free Workplace regulations. All employees must notify the University of any criminal drug statute conviction for a violation occurring in the workplace or other violation of this policy. The University must be notified at least five days after such violation. Notice should be given to the director of human resources.

The supervisor should immediately document any violation of this policy. The documentation should be forwarded the same day to the area vice president, with copies to the President's Office and Office of Human Resources.

If an employee is required to complete a drug treatment and rehabilitation program as part of the disciplinary action resulting from a violation of this policy, official records of the diagnosis or treatment will be kept for three years, separately from the standard

personnel file, by the director of human resources. The file will be held in the strictest confidence and will only be used as evidence to governmental and granting agencies that the University did in fact take steps toward correcting the problem.

### **Drug-Free Workplace and Drug-Free Schools and Community Regulations**

Seattle Pacific University is subject to the requirements of the federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1989. The University annually distributes information regarding the restrictions and consequences of violations of each Act. The University strongly supports each Act and consistently ensures compliance with them. Any employee who has not received copies of the statements should contact the Office of Human Resources.