

SES Student Employee Drugs/Alcohol at Work Procedures

CSU is a drug-free workplace.

On-Campus Student Employees

On-campus student employees are held accountable under the [CSU Policy: Alcohol and Drugs](#) as both employees and students; specifically Sections 7 (Employment Conditions Relating to Drugs and Alcohol) and 8 (Drug and Alcohol Impairment under the Student Conduct Code). Employers suspecting students of being in violation of this policy should follow the guidelines listed within it: this includes a procedures for reasonable suspicion of impairment, a checklist for supervisors, and alcohol/drug testing information (under Forms and Tools).

Off-Campus Work-Study Employees

Off-campus work-study employees consider Colorado State University (CSU) as their employer for payroll purposes, though CSU is not directly employing or supervising them. Due to this setup, these students would-be held under Section 8 (Drug and Alcohol Impairment under the Student Conduct Code) of the [CSU Policy: Alcohol and Drugs](#). Due to this difference, if an off-campus work-study employer were to report a student as possibly impaired, the following procedure should be followed:

- Student employee must have a way to leave place of employment safely (walk, bus, cab, Uber), no driving allowed
 - If student employee does drive, the police are to be contacted by either off-campus employer or SES (threat to the safety of others)
 - If cab or Uber is called and paid for by employer can talk to Steve Johnson – HR for possible reimbursement to employer
- SES representative should interview both student (if possible) and employer, and take notes
- SES representative should also have employer submit written statement to SES
- SES should call Steve Thompson, HR Solutions Partner, 1-2554
- SES will then, upon direction of Steve Thompson, contact Conflict Resolution and Student Conduct Services to file written account of incident
 - Incident report can be filed at <https://resolutioncenter.colostate.edu/conduct-services/>
 - Make sure to upload SES representative notes, statement from employer, and any other pertinent documents related to what happened during the incident (i.e. police report, etc.) to the incident report

*This can also be used for non-work study students who are employed with an off-campus employer not related to CSU; the student would still be in violation of the Student Conduct Code