

Standards of Conduct

Faculty and staff of Bemidji State University and Northwest Technical College are expected to perform their jobs efficiently, safely, and in a professional, businesslike manner. Accordingly, no employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

- No employee shall operate, use or drive any equipment, machinery, or vehicle of the state while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive state equipment.
- No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the University's or College's work is being performed. During work hours or while on state premises, no employee shall use, sell, possess, or transfer alcoholic beverages. Additionally, employees shall not participate in these activities during rest breaks or during overtime work.
- Engaging in off-duty purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on the employee's ability to perform his/her work for the University and College. In such circumstances, the employee is subject to discipline.
- When an employee is taking medically authorized drugs or other substances which may alter job performance, he/she has a duty to notify the appropriate supervisor of that information.
- The University or College shall notify the appropriate law enforcement agency when there is reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on University premises. Where appropriate, the University or College shall also notify licensing boards.
- Employees are discouraged from drinking alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the University or College. Employees are advised that in any situation subsequent to the intake of alcohol where the employee must continue conducting the University's or College's business, any employee whose condition or behavior adversely affects his/her performance shall be subject to discipline, up to and including discharge.
- Employees engaged in the performance of work on federal grants or contracts are required to notify the University or College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Bemidji State University and Northwest Technical College will impose sanctions consistent with federal, state, and local laws. Violations of the policy may constitute just cause for discipline, up to and including expulsion or termination of employment and referral for prosecution for violations.