

## ACKNOWLEDGEMENT AND AGREEMENT FOR UNION EMPLOYEES

**I understand that the College has a Drug-Free Campus Policy, and an EEO and Anti-Harassment Policy (see below) and that I should specifically review and comply with these policies. Additionally, I understand I have access to an Employee Assistance Program that the College makes available to employees to assist in the resolution of problems associated with the use of alcohol and drugs (information about the EAP is included below).**

### DRUG-FREE CAMPUS

Skidmore College seeks to maintain a work and educational environment that is safe for our Employees and students as well as conducive to work standards that support an effective work force. To that end, and in accordance with appropriate legislation (the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments of 1989), Skidmore prohibits the unlawful manufacture, distribution, possession, sale or use of illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia. Skidmore College also prohibits the possession or consumption of alcoholic beverages by any person under the age of 21.

Skidmore stands willing to assist in the resolution of problems associated with the use of alcohol and drugs and encourages employees to seek medical help by contacting their private physician or the Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in personnel records.

As applicable, Skidmore will notify the designated federal agency within 10 days after receiving notice from an employee, student, or law enforcement agency of a criminal drug statute conviction for a violation occurring at Skidmore. Any person convicted for the use, possession, or sale of illegal drugs on or off Skidmore premises may be subject to discipline up to and including discharge. For more information, please see Skidmore's Policy on Drug & Alcohol Use/Abuse available on Human Resource's web site: <https://www.skidmore.edu/hr/policies/drug-free-campus.php>

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Skidmore College provides confidential counseling services to Employees and members of their families through its Employee Assistance Program when personal concerns interfere with work performance, personal happiness, or good family relations. Use of EAP's services is confidential to the fullest extent allowable by law. EAP provides up to three consultations per incident or situation to help define the problem and plan a course of action. If the Employee or family members need further assistance, EAP will help find additional resources best suited for the need. If referral for treatment is required, any financial obligation for treatment will be assumed by the Employee in conjunction with his or her health insurance plan. Where circumstances warrant, sick leave, short-term disability or unpaid leaves of absence may be granted for treatment or rehabilitation on the same basis it is granted for other medical reasons.

Employees may participate in the program through self-referral, Supervisory referral, or referral through Human Resources. Employees may be referred to the EAP if it appears that their performance is being adversely affected by a problem. The Employee may decline the offer of assistance. However, a referral to the program may be considered a positive step in improving job performance. Employees wishing to contact Skidmore's EAP may call 1-800-734-6072 or 518-793-9768.

Other category protected by applicable federal, state, or local laws. In addition, the Employer and  
at sexual harassment and harassment is illegal and that community members have the right to be free  
and hostile behavior. Sexual harassment is a form of sex discrimination prohibited by state and  
complete policy statements and procedures, which are distributed to all employees, have been  
insure that concerns relating to sexual harassment and discrimination are dealt with swiftly, equitably,  
. Complaints of sexual harassment or discrimination shall be processed under those procedures  
Employer's policies. For more information, please see Skidmore's Policy on Anti-Harassment  
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