



*The*  
**UNIVERSITY**  
*of* **VERMONT**

Policy V. 2.2.1

Responsible Official: Provost and  
Senior Vice President

Effective Date: February 21, 2008

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## **Alcohol Policy – Faculty and Staff**

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### **Policy Statement**

The University of Vermont, in compliance with federal, state and local law, allows lawful, responsible alcohol consumption at University functions, so long as the use occurs at a University activity where alcohol consumption has received prior approval pursuant to this policy or at a campus venue where the sale of alcohol is allowed.

The sale, service, possession and consumption of alcoholic beverages at the University of Vermont are regulated by federal, state and local laws. Violations of alcohol laws will be handled by law enforcement authorities. Violations of this policy will result in appropriate disciplinary action up to and including discharge from employment.

### **Reason for the Policy**

An increasing awareness of societal problems associated with alcohol abuse has highlighted the need to distinguish between acceptable and unacceptable use of alcohol on campus and at University sponsored events. The University wishes to ensure that its community has a clear understanding of the expectations surrounding faculty and staff consumption of alcohol on campus and at official campus events.

### **Applicability of the Policy**

This policy applies to all faculty and staff seeking to serve or consume alcohol on campus or at University sponsored off-campus events. Student alcohol use is governed by the Student Drug and Alcohol Policy.

## Definitions

*University function:* refers to an on-campus or University sponsored off-campus event that has been approved in accordance with University procedure.

## Policy Elaboration and Procedures

The consumption or storage of alcohol by faculty or staff on the property of the University of Vermont is acceptable only when in conformance with this policy. Any other consumption or storage of alcohol on the property of the University of Vermont is prohibited and may result in discipline up to and including discharge from employment.

The University does not have a license to sell alcohol. Alcohol may be purchased on campus only at the authorized venue located in the Davis Center or at events where a cash bar has been approved as a component of a catered event. Sodexo Management, Inc., must be the vendor responsible for serving alcohol at Official University events held on campus where alcohol is served. Exceptions to this requirement to have a licensed beverage handler serve alcohol at an on-campus University event may be made for informal gatherings of ten or fewer people if such event has the prior approval of the President or Provost and Senior Vice President.

If alcohol is served at off-campus University functions, it must be served by a licensed beverage handler. Employees will not be reimbursed for alcohol purchases unless such purchases were pre-authorized by the Provost and Senior Vice President, the Vice President for Finance and Treasurer, the Vice President for University Relations and Administration or the Vice President for Development and Alumni Relations, or their designees. All vendors serving alcohol are required to meet the University's standard insurance requirements and carry \$1,000,000 per occurrence in liquor liability insurance, in accordance with the University's Business Meal and Amenity Policy.

No on-campus event may be a "bring your own alcohol" (BYOB) event.

University functions, either on-campus or off-campus, where alcohol is to be served must have the prior, written authorization of the Provost and Senior Vice President, the Vice President for Finance and Treasurer, the Vice President for University Relations and Administrations or the Vice President for Development and Alumni Relations, or their designees. Alcohol may not be served at any University function without such permission. The University takes no responsibility for events where alcohol is served without this permission. Neither individuals nor University faculty or staff organizations may represent that an off-campus activity where alcohol is to be served is a University-sponsored or approved function unless prior authorization for serving alcohol has been obtained. If alcohol is to be served at any faculty or staff organization event, any advertisement through University channels for such an event must conspicuously state that the University does not sponsor the event unless prior approval to serve alcohol has been obtained. Individual sponsors of such events retain all responsibility for any liability arising from the event.

Individuals or groups seeking to sponsor University functions where alcohol is to be served should submit a written proposal and request for event at which alcohol will be served to the Provost and Senior Vice President, the Vice President for Finance and Treasurer, the Vice President for University Relations and Administration or the Vice President for Development and Alumni Relations 25 days before the proposed function. If it is not possible to seek approval 25 days before an event, approval should be sought as soon as possible after the event is contemplated. Student organizations seeking approval to serve alcohol at a sponsored event must obtain prior approval pursuant to the Student Alcohol and Other Drug Policy.

Generally, alcohol may not be served or consumed by University faculty or staff during primary working hours or while teaching or supervising students. If an official University event where alcohol is to be served occurs during primary working hours of faculty and/or staff involved in the event, faculty and staff shall consume alcohol responsibly at any such event and consumption of alcohol must not interfere with the performance of duties and responsibilities related to employment. Employees who have reason to believe that another employee is under the influence of alcohol during working hours in violation of this policy should report the concern to the appropriate supervisor. If a supervisor receives such a report or otherwise becomes aware that an employee appears to be under the influence of alcohol in violation of this policy, the supervisor must take appropriate action. Employees are encouraged to contact the University's Employee Assistance Program for information, counseling and possible referral for alcohol-related concerns.

Any event offering alcohol must also offer a comparable quantity and quality of food and non-alcoholic beverages.

Sponsors are responsible for the behavior of those attending the function.

Sponsors must cooperate with the licensed caterer to ensure that only individuals of legal age are allowed to consume alcohol.

Sponsors must assume all financial costs (custodial, police, damages, etc.) associated with any event where alcohol is served.

Attendance at a University function where alcohol is served must be limited to persons affiliated with the University and their invited guests.

University functions may not center upon the consumption of alcohol, nor may alcohol consumption be advertised as a primary reason to attend an event.

Student recognized organizations that wish to sponsor functions at which alcohol is served should refer to the Student Alcohol and other Drug Policy at <http://www.uvm.edu/~uvmppg/ppg/student/drugandalco.pdf>

## **Drug and Alcohol Assistance**

The Employee Assistance Program offers free, professional, and confidential help for faculty and staff of UVM and their immediate families who are struggling with drug and alcohol related difficulties as well as other problems that affect their life and/or work. More information is available at [www.uvm.edu/hrs/?Page=healthy/wellness.html](http://www.uvm.edu/hrs/?Page=healthy/wellness.html). The Employee Assistance Program can be contacted at (866) 660-9533.

## **Forms**

Request for Facilities/Services Form (Facilities Scheduling Form)

<http://www.uvm.edu/~ues/?Page=guidelines.html>

Dining Services Form

## **Contacts**

Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):

Office of the Provost and Senior Vice President (802) 656-4400

Office of the Vice President of Development and Alumni Affairs (802) 656-2010

Office of the Vice President for Finance and Treasurer (802) 656-0219

Office of the Vice President for University Relations and Administration (802) 656-4450

Office of the General Counsel (802) 656-8585

Employee Assistance Program (866) 660-9533

The Provost and Senior Vice President is the University Official responsible for the administration and interpretation of this policy.

## **Related Documents and Policies**

Business Meal, Hospitality and Amenity Policy

<http://www.uvm.edu/~uvmppg/ppg/procure/businessmeals.pdf>

Facilities and Grounds Use Policy

<http://www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf>

Student Alcohol, Cannabis and Other Drug Use Policy

<http://www.uvm.edu/~uvmppg/ppg/student/drugandalco.pdf>

## **Effective Dates**

Approved by the President on February 21, 2008