

# Conference Services

## *Macey Center & Conference Services Alcohol Policy*

### General

This document outlines the alcohol policy defined by the New Mexico Tech Handbook and the New Mexico State Personnel Board as it pertains to all employees.

### Conferences Services Policy

Due to the importance of the New Mexico Tech liquor license the following policy will apply to New Mexico Tech's Macey Center in addition to the attached New Mexico Tech Employee Handbook and the New Mexico State Personnel Board Policy.

#### **New Mexico Tech Conference Services Governmental Liquor License**

- Alcohol will ONLY be served at official Conference Services events, when requested by the point of contact (POC) of the group.
- There are five locations that Conferences Services Governmental license oversees – Macey Center, Fidel Center, Raul & Shari Deju University House, Bureau of Geology, and the NMT Athletic Beer Garden.

#### **Employees:**

- *No employee of Macey Center will be allowed to consume alcohol on the premises at any time while they are in an official work capacity.*
- Employees under the age of 21 will not be allowed in the “cave” or liquor storage area.
- Employees who are 21 and over who DO NOT possess a valid server's certificate will not be allowed in the “cave” or liquor storage area.
- Employees will not assist the bartender or touch empty liquor containers unless they have a valid server's certificate on file with the Macey Center Director.
- Employees under the age of 21 will not be allowed behind the bar.

#### **Keys to liquor storage areas:**

- Keys to liquor storage areas will ONLY be issued to full time staff members of Macey Center. Bartenders will be allowed to request liquor storage keys in order to prepare for the bar service, however, storage areas will remain locked and keys will be returned immediately to full time staff member or manager on duty after set-up has transpired.

#### **Bartenders:**

- New Mexico Alcohol and Gaming Server's guidelines must be observed and enforced when serving alcohol. Should there be any issue that needs additional attention, the Macey Director or Macey Assistant Director should be notified for a decision. The situation will either be addressed with the host/client, or the bar will be closed.
- Managers on Duty have the right to close the bar at anytime if they feel that the facility or the staff is being compromised. If the decision is made to close the bar, the manager on duty must advise the event host that such action will take place.
- Bartenders are not allowed to serve alcohol to the food service personnel or to Macey Center employees on duty.
- All partial containers will be emptied at the end of the event or re-corked and stored for future use.

#### **Security Personnel**

- Security will be required at privately hosted events such as wedding receptions and graduation parties. Security can be defined as campus security/police or a Macey Center staff member that's sole function is to provide security including but not limited to checking identification, ensuring that containers are kept within designated areas, and removal of containers or people if necessary.
- Security will be allowed to remove partial or empty containers in order to prevent individuals from trying to take containers away from service areas as well as for the purpose of ensuring proper disposal
- Security officers will not be required to possess a valid server's certificate and will have the authority to remove an alcoholic beverage from any patron of any event.

## Designated Secured Service and Consumption Areas:

- Minors Access (are minors permitted within the designated area?)
- No outside alcohol is permitted be brought into the designated area
- Served alcohol and containers must remain in designated area
- When serving, Bartenders will open containers (e.g. cans, bottles) or pore alcohol into glasses/cups for consumption
- Interior Settings- carding at single point of entrance (or at bar) and designation with banding or stamping of those permitted to consume alcohol on the premises.
- Exterior Settings- established perimeter with fencing or barriers (i.e. 4') to limit access and inappropriate sharing with minor or those outside the perimeter
- Hours of operation

## Food and Snacks

- Snacks and non-alcoholic beverages can also be purchased or provided by the host.

## Consequences for policy violation:

- *If an employee violates the first bullet point of this policy listed under “Employees”*
  - 1<sup>st</sup> offense they will be suspended without pay for three days followed with a written letter of reprimand.
  - 2<sup>nd</sup> offense they will be terminated from their position at Macey Center
- If an employee violates any other conditions of this policy, they will be counseled about their actions including certain impacts and given a written reprimand. If an employee receives more than three letters of reprimand they will be terminated from their position at Macey Center

## New Mexico Tech Employee Handbook (p. 60)

### DISCIPLINARY ACTION:

Although discipline is progressive in nature, some employee behavior is serious enough to warrant immediate and severe discipline. Employees may be suspended immediately with pay, pending consideration of discharge, for the following:

- **Reporting to work under the influence of, using or distributing in any way alcohol or any other controlled chemical substances on New Mexico Tech property.**
- **Willful disobedience, insubordination or failure to carry out reasonable orders or directives from appropriate management personnel.**

## New Mexico State Personnel Board Policy

### TITLE 1 CHAPTER 7 PART 8

### GENERAL GOVERNMENT ADMINISTRATION STATE PERSONNEL ADMINISTRATION DRUG AND ALCOHOL ABUSE

#### 1.7.8.7 DEFINITIONS:

- “ALCOHOL” means all consumable non-prescription substances which containing alcohol, specifically including, without limitation, spirits, wine, malt beverages and intoxicating liquors.
- “DRUG” means marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines; a metabolite of those drugs; or any non-prescription substance containing those drugs.
- “NON-PERSCRIPTION” refers to all substances other than a substance which has been prescribed for the particular candidate, or employee who has ingested or otherwise used the substance by a doctor or other health professional licensed with authority to prescribe such substances by the State of New Mexico or other governmental entity of the United States.
- “ON DUTY” means any time during an employee’s regular workday or other period during which the employee is required to work by the employer, including authorized lunch and other breaks, and anytime while operating or riding in a state vehicle.

#### 1.7.8.19 REHABILITATION AND SANCTIONS:

##### F. Possession of Drugs and Alcohol:

- 1) Employees who illegally sell, purchase, or transfer drugs or any substance in Schedules I and II of the Controlled Substances Act NMSA 1978, Sections 30-31-1 to 30-31-41 (repl. Pamp.1994), while on duty shall be subject to disciplinary action including dismissal and reported to local law enforcement agency

2) Employees who, while on duty, possess drugs or any substances in Schedules I and II of the Controlled Substances Act NMSA 1978, Sections 30-31-1 to 30-31-41 (repl. Pamp.1994), without a valid prescription or as otherwise authorized by law shall be subject to disciplinary action including dismissal and reported to the local law enforcement agency.

3) Employees who consume alcohol while on duty shall be subject to disciplinary action including dismissal.

### **Acknowledgement**

With my signature below, I acknowledge that I received a copy of Macey Center's Alcohol Policy. I understand that it is my responsibility to read this information. If I do not understand this information, it is my responsibility to contact the Director of Macey Center at 835-6545 to obtain assistance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_