

Memo

Date: November 29, 1999
To: All Employees
From: John H. Marburger 
Subject: Consumption of Alcoholic Beverages

With the holiday season upon us, this is an appropriate time to review the policies and practices which govern the consumption of alcoholic beverages throughout the year at on-site functions.

The serving or consumption of alcoholic beverages on site is prohibited during normal working hours. Exceptions to this policy are made only for special occasions and require prior approval by the appropriate Department Chair or Division Head first, and then by a member of the Directorate. Limited use of alcohol on site may be permitted after normal working hours in a recreational or social setting, provided that employees and guests are responsible for insuring compliance with New York State laws and that their consumption of alcohol is not excessive.

For events held on site, the appropriate Department Chair or Division Head must first approve the request for permission to serve alcohol on site at an after-hours function for employees within their department/division. Once that approval has been given, a Request Form is then forwarded to the Human Resources Recreation Office, where it will be directed to the appropriate member of the Directorate for final approval. Please note that someone must be designated as the "person in charge". While I realize it is difficult for this person to take personal responsibility, every effort must be made to limit the consumption of alcohol beverages to avoid the incidence of anyone driving while impaired. If any unusual circumstances occur during the occasion, then it is expected that corrective action will be taken.

I also want to remind you that scheduled celebrations held off site during lunch time should be strongly discouraged for reasons of safety and loss of productivity to the Laboratory. If circumstances make it necessary for such events to be scheduled, please send a memorandum to the Manager of Human Resources indicating that these concerns have been addressed.