



Category	
POLICY: 2-40 Substance Abuse	
Approval	
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Revised: 09/28/12	
Responsible Party: Executive Director of Human Resources	

Substance Abuse

Policy Statement

The College is committed to maintaining a drug and alcohol free workplace. To assist in the maintenance of a drug and alcohol free workplace and to comply with the Drug Free Schools and Communities Act Amendments of 1989, the following has been adopted:

Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol in conducting any College activity. Any violation is to be reported to the immediate supervisor or department head within five working days and Human Resources must be notified. An investigation will be conducted under the direction of Human Resources, and the appropriate action to be taken will be determined. Appropriate action may include any of the following:

- ♦ Warning;
- ♦ Reprimand;
- ♦ Probation;
- ♦ Requirement of the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved as such by federal, state, or local health, law enforcement, or other appropriate agency;
- ♦ Suspension; or
- ♦ Termination.

The specific action to be taken will be determined on a case-by-case basis by the President in consultation with the appropriate department head and the Executive Director, Human Resources.

In the event a report is received of a criminal drug statute conviction for a violation occurring in the workplace involving an employee who is employed under federal grant funds, the College's grants administration will notify the federal agency from which the grants are received as appropriate. The College shall conduct a review of its program on a periodic basis to: (i) determine its effectiveness and implement changes to the program if they are needed; and (ii) ensure that its disciplinary sanctions are consistently enforced.

Drug Free Awareness Program

The College maintains a drug free awareness program to promote a drug and alcohol free workplace. The drug free awareness program will include informing employees about: (i) the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol; (ii) the health risks associated with the use of illicit drugs and the abuse of alcohol; (iii) the availability of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs; and (iv) the College's Substance Abuse/Drug Free Workplace Policy which will be given to all employees and included in the new employee orientation packet