

Policy 6.15

Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

- Any employee of the College who manufactures, sells, gives, or in any way transfers a controlled substance to another person or possesses a controlled substance with intent to distribute the same while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to termination from employment.
- Any employee of the College who possesses or uses a controlled substance while on the job or on College premises (including off-campus or extension classrooms or work areas) will be subject to disciplinary action up to and including termination from employment.
- The term "Controlled Substance" means any drug listed in 21 U.S.C. Subsection 8-12 and other Federal regulations. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "Prescription Drugs" sold, transferred, used, or possessed other than pursuant to a physician's prescription.
- Each employee of the College is required by law to inform the College within five (5) days after conviction of violation of any Federal or State criminal drug statute. A conviction means a finding of guilt, including a plea of nolo contendere (or the imposition of a sentence by a Judge or jury in any Federal or State court).
- The Office of the President must notify any United States Government Agency making a grant pursuant to which a program is offered by the College and on account of which compensation is directly or indirectly paid to an employee convicted of violation of a Federal or State criminal drug statute, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
- As a condition of continued employment pursuant to any Federal grant, Federal law requires all employees of the College to abide by this policy, and it requires that the President of the College certify that this policy is in effect and will be enforced by the College.
- The College will implement and enforce this policy, and in furtherance hereof will provide information and/or counseling to any employees experiencing drug-related problems, and otherwise aggressively pursue a drug-free workplace awareness program.
- It will be grounds for immediate termination if an employee fails to abide by the terms of this policy.

The Connecting Area Resources to Everyone (CARE) Team will be responsible for the design and implementation of programs to provide information for students and employees related to drug and alcohol abuse. Student services will also provide

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counseling and referral services for students needing assistance. Human Resources and the Employee Assistance Program will provide information and referrals for employees needing assistance with addictions to drugs and alcohol.

References

Legal References: *1C SBCCC 200.94*

Cross References: *Enter cross references here*

History

Leadership Council Review/Approval Dates: *9/8/2023*

Senior Staff Review/Approval Dates: *11/16/2013; 8/15/2023*

Board of Trustees Review/Approval Dates: *06/06/1989; 8/25/2023*

Implementation Dates: *Enter date(s) here*