

MAINTENANCE OF A DRUG-FREE WORKPLACE**Reason for Policy**

To maintain an environment free from the detriments of workplace substance abuse in compliance with the Drug-Free Workplace Act of 1988.

Policy Statement

A. The health and safety of students, faculty, staff, volunteers and visitors is a primary concern for the College. In support of this concern, the College will not tolerate any substance abuse, including alcohol, which imperils the health and well being of its employees, volunteers, students and visitors.

B. Except at specific functions approved by the President, the use, possession, or sale of alcoholic beverages on the college campus is strictly forbidden. It is also strictly forbidden to be under the influence of alcohol while engaged in college-related activities or while on the college campus.

C. No college employee shall consume alcoholic beverages during his or her regular work hours or at college-sponsored events in which the primary purpose of attendance is to represent the College.

D. When authorized by the President, the use of alcoholic beverages at college functions shall be in strict accordance with local, state, and college regulations and policies.

E. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by employees of the college is expressly prohibited while on college property or when representing the college at any other location.

F. Each employee must notify in writing his or her supervisor or the Human Resources Department at the College within five days after he or she is convicted of any criminal offense, specifically including any drug-related offense. If the conviction is for a drug-related offense occurring in the workplace, and if the individual's employment is via a federal contracting or granting agency, Human Resources must notify the agency within the time prescribed by federal law in writing of such conviction.

G. Any employee who has violated this policy or who has been convicted of a drug related crime shall be subject to disciplinary action by the College up to and including dismissal.

H. The President shall establish an on-going program of services, including an Employee Assistance Program, and workshops informing staff as to the perils of substance abuse and shall also institute procedures for the disposition reporting employees convicted of drug related offenses.

Approved: Board of Trustees
April 20, 1989

Revised: March 17, 2005
October 19, 2006