

Alcohol- and Drug-Free Workplace

Procedure AD 02.01

Effective 05/25/16

Definitions

Employees shall not manufacture, distribute, possess, or sell alcoholic beverages or be under the influence of alcohol or drugs while on College business or premises, in College-owned vehicles, or during working hours.

Alcohol and Drug use

1. Employees' use of prescription and over-the-counter medication is not prohibited when taken in prescribed or standard dosage.
2. Employees who take prescription medication must determine whether it may interfere with their safety or the safety of others on campus, or otherwise interfere with safe performance of their job responsibilities.
3. The illegal, unauthorized, or intentional misuse of prescription medication or over-the-counter medications by employees is prohibited.

Notification

1. As a condition of employment, each employee must abide by the terms of this policy and must notify his or her supervisor of any criminal drug statute conviction for a violation, no later than five (5) calendar days after such conviction.
2. A conviction includes a finding of guilt, (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug and alcoholic beverage statutes.
3. Non-compliance will result in disciplinary action.

Disciplinary action may include: (not necessarily in order)

1. Suspension without pay
2. Formal referral to the Employee Assistance Program (EAP)
3. Termination of employment
4. The President of the College must notify the federal governmental agencies granting funds to the College within 10 days after receiving notice of the conviction.
5. The College may require an employee to successfully complete an alcohol or drug counseling treatment or rehabilitation program sponsored by an approved private or governmental institution as a condition of continued employment.

Suspicion

When an employee's conduct, actions or behavior reasonably leads administration to suspect that the employee may be under the influence of alcohol or drugs on College premises or while performing

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duties for the College, and/or has an on-the-job injury or accident, the employee will be asked to submit to an alcohol/drug screening at an approved College facility.

Refusal to submit to an alcohol/drug screening may result in suspension and/or termination of employment.

Forms

Alcohol- and Drug-Free Workplace Acknowledgement

While on campus this policy can be viewed by accessing Human Resources on SharePoint.