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## DRUG-FREE WORKPLACE PROCEDURE

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**Category:** Human Resources

**Date Approved:** March 7, 2016

**Responsible Office:** Office of the President

**Date Revised:**

**Responsible Executive:** Assistant to the President, Human Resources and Organizational Development

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### Process

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#### DESCRIPTION OF PROCESS:

The Drug-Free Workplace Act of 1988 requires employers to have a policy prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. This process identifies the procedures that will take place to ensure that the College is in compliance with this Act.

- A. Each faculty member, staff member and student employee, including those newly hired (at the time of their orientation), will be given a copy of this policy with emphasis on the obligation for compliance as a condition of employment.
- B. Any faculty or staff member convicted of any criminal drug statute violation which has occurred in or on the workplace premises shall provide his or her supervisor or appropriate academic officer written notification of such conviction, including any result and conditions, within five (5) days of conviction. Student employees shall notify the Assistant to the President, Human Resources and Organizational Development.
- C. A supervisor having knowledge or having received notification of a conviction as described in "B" above shall immediately provide, in writing, notice to the Assistant to the President, Human Resources and Organizational Development, and the Vice President of the division.
- D. The Assistant to the President, Human Resources and Organizational Development, or designee will coordinate ongoing drug education and awareness programs in cooperation with Student Services for the College community as well as provide drug informational materials. Faculty, staff and student employees are expected to avail themselves of these programs and materials. Schedules and locations will be publicized in various College media and by individual notification.
- E. Application of the College's corrective discipline policy for violation of this policy will be in accordance with all collective bargaining agreement. Any questions regarding this policy should be referred to the Assistant to the President, Human Resources and Organizational Development.

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### Contact Information

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Assistant to the President, Human Resources and Organizational Development