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## 4.3 DRUG-FREE WORKPLACE POLICY

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**Category:** Human Resources

**Responsible Office:** Office of the President

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

**Date Approved:** March 7, 2016

**Date Revised:**

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### Summary

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This policy applies to all College faculty, staff, and student employees and is in compliance with the requirements of the Drug-Free Workplace Act of 1988.

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### Policy

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## POLICY STATEMENT

The College is committed to the development and maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act. Accordingly, the College will not tolerate any unlawful activity such as the possession, use, manufacture, distribution, and/or dispensation, of a controlled substance on College-owned or controlled property.

### A. Sanctions for Violation or Non-compliance

Disciplinary charges and/or remedial action will be pursued consistent with existing contractual agreements. The nature and extent of these charges and/or action depend on a variety of factors, including the severity of any work rule violations, the pattern and frequency of observed substance related problems, past work record, or any other consideration which may be considered relevant by the College. The need for disciplinary action and the appropriate penalty shall be discussed with the Assistant to the President, Human Resources and Organizational Development. Any and all disciplinary actions taken shall be consistent with the obligations of the College under any applicable collective bargaining agreements, including all due process requirements.

### B. Compliance as a Condition of Employment

Compliance with the provisions of this policy shall be a condition of employment at Monroe Community College.

### C. Employee Obligation for Notification of Conviction

In compliance with federal law any faculty member, staff member or student employee convicted of any criminal drug statute violation that occurred in or on the workplace premises is required to notify the College within five (5) calendar days following such conviction.

### D. Employer Obligation for Notification

The College is obligated to notify the appropriate federal contracting agency, within ten (10) days of receipt of notice of an employee conviction as described in "C" above.

### **E. Maintenance of Drug-Free Workplace**

Good faith efforts on the part of MCC to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community as well as implementation and strict enforcement of this policy.

### **APPLICABILITY**

This policy applies to all members of the College faculty and staff, including student employees.

### **RESPONSIBILITY**

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  
Director, Public Safety

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### **Related Information**

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#### **College Documents:**

Drug-Free Workplace Procedure  
Drug and Alcohol Prevention Policy

#### **Other Related Documents:**

Drug-Free Schools and Communities Act/Drug-Free Work Place Act Compliance, SUNY,

[https://www.suny.edu/sunypp/documents.cfm?doc\\_id=440](https://www.suny.edu/sunypp/documents.cfm?doc_id=440)

New York State Policy on Alcohol and Controlled Substances in the Workplace,

<https://www.suny.edu/media/suny/content-assets/documents/benefits/postings/NYS-Drug-Free-Workplace-Policy.pdf>