

<b>CISCO COLLEGE</b>	
<b>COLLEGE POLICY MANUAL</b>	<b>POLICY NUMBER: 1.9</b>
<b>TYPE: General College Operations</b>	<b>EFFECTIVE DATE: Immediately</b>
<b>TITLE: Drug-Free Workplace</b>	<b>ADOPTION DATE: March 10, 2008</b> <b>REVISION DATE:</b>

## **1.9 DRUG FREE WORKPLACE**

### **Drug Free Workplace Policy**

Cisco College believes that chemical abuse, legal or illegal, by employees may seriously impair their performance and responsibilities in the workplace. Proven chemical abuse may result in immediate termination. To this end, the college supports the maintenance of a drug-free workplace through programs of drug education, prevention and assistance, and referral in correcting a problem that interferes with job performance and completion of job responsibilities.

Every effort will be made to rehabilitate alcohol or drug abusers. The program will focus primarily on education as the means of prevention. Another aspect of the drug-free workplace policy will be to encourage and accommodate through scheduling those individuals seeking help with chemical abuse problems. The final component of the program will be to make every employee aware of the clear consequences for unacceptable chemical abuse behavior.

According to Department of Transportation regulations, each applicant for employment or employee who is required to obtain a commercial drivers' license at the college must be tested for drugs, alcohol or controlled substances.

### **Program Implementation**

1. *Employee Notification:* All employees will be notified upon employment about the college's policy on the prohibition of alcohol and controlled substances and the actions taken by the college district against employees violating this rule and will sign a form accordingly.
2. *Awareness Program:* Each year the college district will inform its employees about the dangers of drug abuse in the workplace, about the availability of drug counseling, and about sources for rehabilitation.
3. *Counseling:* Individuals with chemical abuse problems will be encouraged to seek counseling.

4. *Referral:* Employees who are identified as abusing chemicals to the extent that it interferes with the performance in the workplace will be encouraged to participate in drug or alcohol counseling or attend a chemical abuse program. Participation in a program will be encouraged by Cisco College. Choosing not to participate in a chemical abuse program may result in further disciplinary action or termination.

### **Consequences of Chemical Abuse**

Employees must report to work in a condition fit for duty. Being under the influence of alcohol or drugs is prohibited. Employees who use or distribute illegal drugs will be discharged. Any drugs confiscated in the workplace will be turned over to law enforcement personnel. If an employee is arrested off the job for drug involvement, it is the employee's responsibility to notify his/her supervisor within 24 hours after the arrest. The college will consider various circumstances surrounding the arrest before taking action. Due to federal regulations, the college must notify the appropriate agency within ten days after receiving notice that an employee has been arrested and convicted of a criminal drug statute. If an employee is under treatment with a drug that could alter his or her ability to do the job, the employee could be subject to reassignment.

Employees are encouraged to seek help voluntarily. If a chemical problem comes to the attention of the college but is denied by the employee, the district may consider termination of employment or disciplinary action.