

POLICY TYPE: Learner Success

POLICY TITLE: Controlled Substance and Alcohol

Primary Administrator: Vice President for Learner Success
Employee Relations Director

Location of Related Procedures: Students: Office of Vice President for Learner Success
Staff: Office of Employee Relations Director

Madison Area Technical College (the District) is committed to upholding all local, state, and federal laws concerning the use and abuse of controlled substances and the abuse of alcohol and will support the campus community's efforts to reduce or eliminate violations of such laws and the abuse of alcohol. MATC will also comply with the Drug-Free Workplace Act of 1988.

1. Possession, use, sale, and distribution of alcohol, controlled substances and illegal drugs by any student or employee or vendor on college property or at any college sponsored activity (except as specified in Policy 211 on the use of alcoholic beverage consumption at college events), or by employees on District business while off District premises without authorization, is strictly prohibited. In addition, no student or employee shall be impaired by alcohol, controlled substances, illegal drugs, or in possession of any drug paraphernalia on college premises or at any college-sponsored activity, or in the case of employees, on District business that is conducted off District premises.

Students and employees who use controlled substances in accordance with a valid prescription and who keep such medication in its original container are not in violation of this policy. Students and staff using any substance, drug, or medicine that cause drowsiness or other side effects that may impair their ability to perform their tasks safely must so inform his/her supervisor and/or his/her instructor. Staff will not allow students to operate equipment or perform activities that have the potential for injury to themselves or others if they suspect a student is impaired.

2. Staff will not give permission for any person to operate a motor vehicle while impaired. If transportation is needed, arrangements for alternative transportation will be made, i.e., a ride with a friend, family member, cab, etc. Failure to cooperate with such arrangements will be documented and will be submitted to the appropriate vice president or division dean, campus administrator, or regional center manager. In addition, the authorities will be contacted, if staff believes the individual will operate a motor vehicle while impaired or is otherwise a danger to himself/herself or others.

3. Because of the potential dangers to the individual and others, the District will immediately call 911 on behalf of any individual exhibiting evidence of acute intoxication, incapacitation, or a drug overdose on campus or at any college-sponsored activity. Following his/her return to campus, standard disciplinary procedures will be followed.
4. Employees must report any conviction under a criminal drug statute for violations which occurred while the employee was conducting District business, whether on or off District premises. This report must be made to the employee's immediate supervisor within five days after the conviction.

Violations of this policy may result in disciplinary action up to and including expulsion from school or termination of employment according to college procedures.

August 1998