

POLICY TYPE: Vice President for Strategic Advancement

POLICY TITLE: Drug Free Workplace

Responsible Administrator:	Vice President for Strategic Advancement
Location of Related Procedures:	Office of Vice President for Strategic Advancement Office of Director of Human Resources Office of Vice President for Learner Success

The District will ensure that a drug free and healthful workplace exists and that the District maintains compliance with the Drug-Free Workplace Act. Therefore, it is expected that:

1. Employees will report to work on time and in appropriate mental and physical condition for work.
2. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on District premises will not occur.
3. Appropriate disciplinary action will occur for violation.
4. Drug dependency is recognized as an illness. An Employee Assistance Program will be provided for employees who voluntarily request referral to a treatment source.
5. Employees will, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of a conviction must be made within five (5) days after the conviction to the immediate supervisor, as required by the Federal Drug-Free Workplace Act of 1988.
6. The District will notify the appropriate Federal agency as required under the Drug-Free Workplace Act of 1988 of any reported convictions of employees as identified above on a timely basis.