
E-2i(2) PROCEDURE Drug-Free Environment

Reporting of Convictions

Employees must, 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 College premises while conducting College business. A report of the conviction must be made to the Vice President for Human Resources within five (5) days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988.

Administrative Responsibilities

In furtherance of this policy, the College will:

- Develop and distribute regulations outlining the College drug and alcohol testing procedures.
- Develop and distribute to employees and students educational materials containing information on the College's drug-free environment policy; a description of applicable legal sanctions under state law; a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs available in the area; and a clear statement that the College will impose disciplinary sanctions, and a description of those sanctions, for violation of the standards of conduct set out in the policy.
- Provide for a biennial review of this awareness program to determine its effectiveness, implement any necessary changes, and to ensure that disciplinary sanctions are being enforced consistently.
- When required, pursuant to provisions of the Drug-Free Workplace Act, the College will notify appropriate federal agencies of reported conviction of a covered employee for violating a criminal drug statute.
- When required, pursuant to provisions of the Drug-Free Workplace Act, the College will, within 30 calendar days of being notified of a conviction of a covered employee for violating a criminal drug statute, take appropriate personnel action against the convicted employee, including disciplinary action and/or referral for appropriate treatment, counseling, and rehabilitation.
- Make every reasonable good faith effort to maintain a drug-free workplace by complying with the requirements of local, state, and federal law.
- Retain for three years after the fiscal year in which the records were created, the following documents: a copy of each item required as a component of the drug prevention program; the results of biennial reviews; and any other records related to compliance with certification pursuant to the Drug-Free Schools and Communities Act.

Adopted Date: 07/21/1998