

Administration

Administrative Rules and Procedures

2315 Drug-Free Workplace

Implementation Procedures

The District and/or each college will notify employees and students that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the workplace and college premises. The notice will include the actions that will be taken for violation of such prohibitions.

A drug and alcohol awareness program will be established to inform employees and students about the dangers of drug and alcohol abuse and the District's policy of maintaining drug and alcohol-free workplace and college premises. Information will be provided regarding drug and alcohol counseling and rehabilitation programs and the penalties that may be imposed upon employees and students for violations occurring in the workplace and colleges.

Each employee will be given a copy of the policy statement regarding the drug and alcohol-free workplace, and will be notified that, as a condition of employment under any federal or state contract/grant to the District, the employee will abide by the terms of policy. The employee shall notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of conviction, the District will notify the contracting agency in accordance with the Drug-Free Workplace Act.

Within thirty calendar days of receiving notice with respect to any employee who is convicted, the District will take appropriate personnel action against such employee, which may include termination; or require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Each student will be given a copy of the policy statement regarding the drug and alcohol-free workplace and college premises. Violation of this policy by students shall result in disciplinary sanctions up to and including expulsions, and may include the completion of an appropriate rehabilitation program.

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In addition to disciplinary sanctions, violators may be prosecuted under applicable law.

Student and employees will be informed of the health risks associated with the use of illicit drugs and the abuse of alcohol, and will be advised of the availability of drug and alcohol counseling, treatment or rehabilitation.