

CP 2-8: Drug-Free Workplace

COLLEGE PROCEDURES CP 2-8

APPROVED: March 27, 1989

EFFECTIVE: March 27, 1989

REFERENCES: BP 2-8

Employees must, as a condition of employment, comply with BP 2-8: Drug-Free Workplace, and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the President's Office immediately upon notice from the employee. The President's Office is responsible for notifying the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.

Violations of BP 2-8: Drug-Free Workplace will result in disciplinary action up to and including termination and may have legal consequences. At the option of the employer, an employee violating the policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination.

Drug dependency is a major health problem and interferes with workplace productivity, safety, and security. Employees are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize an employee's job status.

All new employees will be given a copy of the policy and procedures at the time of hire.

Upon request, the President's Office shall provide confidential referrals to drug counseling or rehabilitative programs and shall counsel employees on available assistance under the group insurance plan.

SCOPE These procedures apply to Dawson Community College.
