

**Alcohol, Drug and Controlled
Substance Abuse Policy
Board of Trustees Policy No. 870**

Policy

Section I. Introduction. Alcohol, drug and controlled substance abuse in the work place reflects a national problem. The development of a College policy for dealing with these problems along with appropriate management, supervision, and employee education are important in addressing this problem.

Section II. Statement on Alcohol, Drugs and controlled Substances. The College has a strong commitment to its employees to provide an alcohol, drug and controlled substance-free work environment. Likewise, the College is committed to the community in providing this type of work place. Consistent with this commitment, the College has formulated its procedures regarding alcohol, drug and controlled substances. A copy of these procedures is included in this employee manual.

Alcohol, Drug and Controlled Substance Abuse Definitions and Procedures

Purposes: The purposes of the College's policy and procedures are:

1. To establish and maintain a healthy and safe working environment for all employees;
2. To ensure the reputation of the College and its employees as good, responsible citizens;
3. To reduce accidental injury to person or property;
4. To reduce absenteeism, tardiness, and indifferent job performance; and
5. To provide assistance toward rehabilitation for any employee who seeks the College's help in overcoming any addiction to; dependence upon, or problem with alcohol, drugs or controlled substances.

Applicability: This policy is applicable to all employees of the College.

Definitions:

1. Alcohol – Any beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume.
2. College - Reading Area Community College
3. Disciplinary Action – Action taken by the College against an employee, up to and including termination, who is found to be in violation of the College's alcohol, drug and controlled substance abuse policy (B.O.T. Policy No. 870).
4. Drug – Any physical or mind-altering substance or any "controlled substance" or "controlled dangerous substance" as defined by federal and state statutes. These include, but are not limited to, any non-prescribed drug, narcotic, heroin, cocaine, or marijuana, or a prescribed drug which is abused or not used in accordance with a physician's evaluation.
5. Employee – All College employees regardless of work location or employment status.

Training: The College recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. Accordingly RACC will make employees aware that the use of drugs and alcohol leads to among other things, unpredictable behavior, emotional instability, in some cases violent behavior, panic reaction, impaired short term memory, addiction, heart attack, seizures, etc. The College will apprise employees of the aforementioned behaviors and will develop awareness programs regarding alcohol, drug and controlled substance abuse that informs employees of:

1. The College's policy/procedures on alcohol, drugs and controlled substance abuse;
2. The dangers of alcohol, drug and controlled substance abuse;
3. The availability of College assisted services and programs for counseling and rehabilitation for alcohol, drug and controlled substance abuse problems; and
4. The College's penalties for employees involved with alcohol, drug or controlled substance abuse violations or convictions.

General Prohibited Conduct: Any employee found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, trafficking in, or under the influence of any alcoholic beverage or drug on College property or while performing assigned duties away from the College will be considered in violation of this policy/procedure.

Policy Violation and Penalties: Employees violating this policy/procedure will be subject to appropriate disciplinary action up to and including termination of employment. Employees may be suspended without pay pending completion of an investigation. Such investigation will not exceed one (1) month. The College reserves the right to search employees' personal effects brought on the College's property along with the employees work area when an employee is suspected of being involved in alcohol, drug or controlled substance abuse activities. Employees must notify the College of any criminal drug statute conviction for a work place violation within five (5) calendar days after the conviction. The College may require any employee to submit to a urinalysis test when probable cause exists.

Employee Assistance: Any employee who desires assistance in dealing with a personal, alcohol, drug or controlled substance abuse problem may seek help, voluntarily, in confidence, by contacting the Human Resources Department or by contacting the Employee Assistance Program (EAP), if eligible for such coverage. EAP information is contained in the Employee Handbook. In these situations the employee must be capable of performing their assigned duties and must cease all involvement with alcohol, drugs or controlled substances that will impact upon their job duties with the College. Employees may be required as a condition of retaining employment to enroll in and complete a prescribed treatment program. Employees undergoing counseling or treatment will not be exempt from the College's Rules of Conduct, policies, procedures, or disciplinary application.

Confidentiality: All information obtained in the course of assistance, counseling, rehabilitation, or treatment of employees with alcohol, drug or controlled substance abuse problems shall be protected as confidential medical information and shall be kept separate from the employee's official personnel file. Only those persons who have a need to know shall be given access to this information and only with the express written release of the employee. The importance of this confidentiality to the College and its employees cannot be overemphasized.