

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEE, DISTRICT 504

HUMAN RESOURCES

DRUG AND ALCOHOL FREE WORKPLACE

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POLICY 4110

ADOPTED: 06/16/98

AMENDED: 06/16/15

Statement of Policy

In accordance with the Federal Drug-Free Workplace Act of 1988, Triton College is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, all employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, including, but not restricted to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, anabolic steroids, and marijuana, while on College premises or while performing work for the College.
2. The distribution, consumption, possession of, or being under the influence of alcohol while on College premises or while performing work for the College.

For purposes of this policy, a controlled substance is one which falls into one of the three categories below:

1. A substance that is not legally obtainable under the laws, rules or regulations of the federal government, state government or local government;
2. A substance that is legally obtained through a medical prescription but is used in a manner different than prescribed by the writing physician; and
3. A substance that is legally obtainable under the laws, rules or regulations of the federal government, state government or local government, but has not been legally obtained.

Conditions of Employment

As a condition of employment, each applicant recommended for hire shall:

1. At the expense of Triton College, complete a drug screening prior to approval of employment by the Board of Trustees. Applicants shall be disqualified from employment with the College for refusal to complete the required drug test or for a confirmed positive drug test result.
2. Agree to abide by the terms of the College policy respecting a drug and alcohol free workplace.

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As a condition of continued employment, each employee shall:

1. Agree to abide by the terms of the College policy respecting a drug and alcohol free workplace.
2. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.
3. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute no later than five (5) days after such conviction.

Employee Awareness and Assistance

In order to make employees aware of the dangers of drug and alcohol use, the College shall:

1. Provide each employee with a copy of the College Drug and Alcohol Policy;
2. Post notice of the College Drug and Alcohol Policy in the Human Resources Department and in conspicuous places throughout the College campus;
3. Make available informational resources from local, state, and national anti-drug and alcohol abuse organizations; and
4. Enlist the aid of local and state agencies with drug and alcohol rehabilitation programs to provide information to College employees.

College Action Upon Violation of Policy

An employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination of employment, referral for prosecution, or other disciplinary measures provided for in the College's collective bargaining agreements with its employees or applicable administrative policies.

Disciplinary action shall be taken within thirty (30) days after receiving notice of the conviction.

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The College shall, within thirty (30) days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace, have the authority to suspend, with or without pay, without prejudice, an employee from his/her position for the violation of this policy, and shall be effective until acted upon by the employee's supervisor, or his designee. The employee may request a review of the disciplinary action in the manner set forth in the College's collective bargaining agreements by the Board of Trustees by submitting a written request within ten (10) days of the first day of suspension.

Alternatively, as a condition of continued employment, the College may require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal or state health, law enforcement, or other appropriate agency.

An employee who acknowledges to the College that he or she has a drug/chemical or alcohol dependency problem, prior to a violation of this policy, will be referred to resource information on available rehabilitation programs. No disciplinary action will be taken by the College when the employee voluntarily seeks help for a drug/chemical or alcohol dependency problem. If the employee, after voluntarily seeking help for a drug/chemical or alcohol dependency problem, violates this policy, the employee may be subject to disciplinary action as defined by this policy.

The College may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the College.

Should the College be a current participant in a federal education program in which the College is the prime grantee and a direct receiver of federal funds, the President of the College shall notify the appropriate federal agency from which the College receives grant monies of the employee conviction within ten (10) days after receiving notice of the conviction.

Annual Review

An annual review of the policy will take place to determine the effectiveness of the College's drug and alcohol free workplace program.