

## Procedure on Drug & Alcohol Abuse, Number 2.14.1.0

The college administration strives to maintain a drug- and alcohol-free campus for all college employees and students. Educational programs will be offered to ensure all college individuals have the opportunity to become aware of the issues regarding drug use/abuse, including:

- The dangers of substance abuse
- The college policy regarding a drug- and alcohol-free school and workplace
- Community resources for drug counseling and rehabilitation programs
- The penalties that may be imposed upon students or employees for drug abuse violations

Students/employees who feel they have a drug or alcohol abuse problem are encouraged to ask for assistance to be referred to an appropriate drug or alcohol rehabilitation and treatment program. Students with such problems should notify the chief student services officer or a counselor. Employees should contact their immediate supervisor or Human Resources.

Employee or student behavior that is inappropriate, disruptive and/or dangerous as a result of the use of drugs or alcohol will not be tolerated. Employees/students should report such behavior to the supervising vice president. Pending or subsequent to any legal penalties that may be imposed upon the student or employee, the supervising vice president may require the student or employee to participate satisfactorily in a recognized substance abuse program approved by the college. If the student/employee refuses, disciplinary actions may be taken and could include:

- 1) A verbal warning
- 2) A written reprimand
- 3) Suspension with or without pay for employees or suspension from enrollment at the college for students
- 4) Termination of employment for employees or expulsion from the college for students
- 5) Reporting such person to local, state or federal law enforcement agencies



Visitors using, in possession of or under the influence of a controlled substance will be prohibited from using college facilities and/or reported to appropriate law enforcement agencies.

If the student or employee finds the disciplinary action unjustified, he/she may elect to file a complaint according to the existing complaint procedures in the college catalog policy manual. Faculty/classified staff may elect to file a complaint according to the Grievance Procedure (Articles 7 & 11) of the Professional Negotiations Agreement.

It is further a policy of Carl Sandburg College, District 518, to provide a "drug-free workplace" as defined by the Drug-Free Work Place Act of 1988 (DFWA). Employees are required by the DFWA to report any conviction for a drug-related crime occurring in the workplace to their supervising vice president within five days of the date of the conviction. This law does not require reporting alcohol-related convictions. The college will report that employee to the appropriate federal agencies within 10 days as well as require the employee to participate satisfactorily in an appropriate drug abuse assistance program within 30 days from said dates.

Each employee/student of the college will receive a written copy of the College Policy Statement and educational programs required by Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and the requirement that they abide by it. The college administration will review the Procedure on Drug and Alcohol Use biennially to determine its effectiveness and implement changes as needed and to ensure that rehabilitation or disciplinary actions are enforced.

*Implemented: 4/91  
Reviewed: 2/16  
Revised: 7/22, 8/23*