

DRUG AND ALCOHOL USE PROCEDURE

Related Board of Trustees Policy: BP 2.4

Approval: May 2012

Revision:

The Board believes that all employees of the College have the right to work in an environment free from the influences of illicit drugs and alcohol. The following procedures will be used to implement the statutory requirements of the Drug and Alcohol Use Policy to assure a safe, drug-and-alcohol-free campus and workplace.

Employee Requirements

- All full time and part-time employees of the College are provided a copy of the Drug and Alcohol Use policy in their initial employment packet.
- They are required to read the document, sign and date the consent form, acknowledging that they understand its contents and requirements.
- The consent form is placed in each employee's personnel file as a condition of employment.

College Requirements

- Employees will be subject to disciplinary action for engaging in prohibited conduct as it relates to this policy.
- Any Employee who is suspected of violating this policy should first be reported to his/her immediate supervisor.
- The supervisor will notify the Human Resources Director and request that an investigation be conducted to determine the validity of the report and whether any prohibited conduct has occurred.
- Employees who are found in violation of the policy will receive either a written warning, suspension with or without pay or termination, depending upon the severity of the violation.
- The College may refer the offending employee to a substance abuse professional for evaluation and possible assistance.
- The College may require the offending employee to sign and adhere to a Last Chance Assistance Agreement or similar form provided by Human Resources.
- The College reserves the right to refer violators of this policy to appropriate authorities for prosecution.
- Employees working under federal grants who are convicted for violating drug laws in the workplace, on College premises, or as a part of any College sponsored event, shall be reported to the appropriate federal agency. The President of Craven Community College must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of violation of a criminal drug statute occurring in the workplace. The College shall take appropriate action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
- Each employee is required to self-disclose and inform Human Resources in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute, where such violation occurred while engaged in College work or at a College sponsored activity.

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