

Procedure Title: Drug Free Workplace

Impact: Employees

Responsibility: Human Resources

Effective Date: 12/22/93

Last Update: 03/19/15

Relates to Policy: 3.02.14

Legal Citation(s):

- A. North Idaho College shall be responsible for establishing a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the work place and educational environment;
 - ii. The institution's policy of maintaining a drug-free work place;
 - iii. The availability of drug counseling and rehabilitation programs; and
 - iv. Penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the work place.
- B. As a condition of employment all employees will:
 - i. Abide by the terms of the policy;
 - ii. If found to be in violation of the policy, be subject to disciplinary action that may include, but not be limited to warnings, reprimands, suspension, expulsion, demotion, dismissal, or a requirement to participate in a drug rehabilitation or treatment program as a condition of continuing employment. Such action will be initiated by the appropriate vice president or designee (in conjunction with Human Resources) within three (3) days of the infraction; and
 - iii. Notify his/her immediate supervisor of any criminal drug statute conviction, in a court of law, occurring in the work place no later than five (5) days after that conviction.
- C. Within thirty (30) days of receiving notice that an employee has been convicted of a crime as outlined in B3, the appropriate vice president, working with Human Resources, or designee will initiate and take one or both of the following actions:
 - i. Take personnel action against such an employee, up to and including termination; and/or
 - ii. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.

- D. The college will post the following information on the Intranet for employees to review:
- i. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the college's property or as any part of the college's activities;
 - ii. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - iii. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.