

DRUG-FREE WORKPLACE POLICY

It is the policy of the Southwestern Community College District to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all buildings, property, facilities, service areas, and satellite centers of the District. All employees are required to comply with this policy as a condition of their continued employment and any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug statute for conduct in the workplace must report this conviction within five (5) days to the Director of Personnel Services.

Implementation

1. **Current Employees** - After approval by the Governing Board, each employee of the District will receive a copy of the Policy and will be informed in a cover letter that any violation of the Policy is just cause for disciplinary action which may include termination and that using and/or dealing in drugs in the workplace, whether or not such activity leads to a criminal conviction, is just cause for disciplinary action up to and including termination.
2. **New Employees** - All new employees will receive a copy of the Policy and be notified that compliance with the Policy is a condition of employment; that any violation of the Policy is grounds for disciplinary action up to and including termination, and the using and/or dealing in drugs in the workplace, whether or not such activity leads to a criminal conviction, is just cause for disciplinary action up to and including termination.
3. **Awareness Program** - In cooperation with Student Health Services, the District will offer a series of drug awareness workshops on campus, and inform employees of similar programs off campus. The drug awareness programs will offer information on the following:
 - a. The dangers of drug abuse in the workplace
 - b. The Drug-free Workplace Policy
 - c. Drug counseling and rehabilitation programs available within the area
 - d. Penalties/sanctions that may be imposed on employees who violate the Policy

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4. **Notification to Contractors** - A brief notice of compliance including a copy of the Policy statement will be sent to all contractors/grantors to inform them of the District's good faith efforts and to acknowledge that we will inform the contractor within ten days after receiving notice of an employee's criminal drug statute conviction for conduct in the workplace.