Policy Title: ALCOHOL AND DRUG POLICY FOR EMPLOYEES

In order to provide a working environment free of drugs and alcohol, Mid-State Technical College has developed the following policy prohibiting the unauthorized use, possession, manufacture, sale, or delivery of illegal drugs or alcohol or the unauthorized use of prescription drugs on district property, or at any gathering of employees that is sponsored by the College. Anyone participating in these activities will be reported to local law enforcement officials and to any federal granting or contracting agency as required by law.

Employees found in violation of the policy shall, in addition to any penalties imposed by civil authorities, be subject to disciplinary action in accordance with procedures established by the College. Violators are subject to disciplinary action up to and including termination or dismissal.

Employees who impair their ability to perform because of use of alcohol, illegal drugs, or unauthorized use of prescription drugs off campus, or while on non-duty hours, are subject to this policy.

Employees may be required to participate in an appropriate rehabilitation program prior to returning to work. Successful completion of an appropriate program, including after care plan, may be a requirement for continued employment. Any employee testing positive following completion of a rehabilitation program will be subject to discharge.

Limited use of wines and spirits for instructional purposes in the College's instructional program may be permitted under direct supervision of school officials.

The advertising of alcoholic beverages is prohibited on MSTC property and in college publications.

The College may require an employee to submit to testing for usage of alcohol, illegal drugs, or unauthorized use of prescription drugs. An employee may be tested for:

- Reasonable cause.
- If the employee has been involved in a work-related accident involving bodily injury or damage to property.
- As required or authorized by state or federal law.
- After the employee returns to work following completion of a rehabilitation program and periodically thereafter.

A consent form will be provided to such an employee when testing is deemed necessary. Such tests will not be used to test for other physical or medical conditions. Refusal of consent for testing will be deemed insubordination and shall subject the employee to discipline up to and including termination or dismissal.

Violations of this policy, confirmed positive test results, or refusal to consent to medical testing, will result in the immediate suspension of the affected employee pending a thorough investigation by the District.

Applicants for employment will be given a drug-screening test as a condition of initial employment. A positive test will result in the denial of the application.

The College will take all reasonable precautions and comply with applicable state and federal laws and regulations pertaining to employee privacy and confidentiality of test results.

The College will also conduct random drug testing as required by law. Presently this applies to those employees considered to be in high-risk jobs such as those required to possess a Commercial Driver's License. The following section applies to these high-risk positions.

COMMERCIAL DRIVER'S LICENSE – DRUG AND ALCOHOL TESTING POLICY

The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations requiring companies to implement an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

The College complies with these regulations and is committed to maintaining a drug-free and alcohol-free workplace. The College has established procedures to meet the minimum requirements for meeting the standards of an alcohol and other drug free transportation environment. These regulations apply to all employees who perform safety sensitive transportation related functions or who operate commercial motor vehicles that require a commercial driver's license.

Additional documentation relative to this policy is kept on file in Human Resources. This will include documentation of the medical review officer, staff affected by the policy, employee specific information, and procedures for implementation of this policy.

Adopted: August 2011
Reviewed:
Revised: