

## **DRUG-FREE WORKPLACE**

### Policy:

The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

### Procedure:

The College is required to notify all employees that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance as defined by law is prohibited in the workplace.

### Duties and Responsibilities of the College

The College will maintain a drug-free awareness program to inform employees about the danger of drug abuse in the workplace. This program will state the College's drug-free workplace policies and the penalties that may be imposed upon the employee for drug abuse violation occurring in the workplace. Information is available regarding the names of drug counseling, rehabilitation and assistance programs. This information may be obtained from the office of the employee's supervisor.

The appropriate administrator of each employee is responsible to insure compliance with the Drug-Free Workplace Policy.

### Duties and Responsibilities of the Employee

Each employee of Pearl River Community College must sign a statement acknowledging that the employee received a copy of the College's Drug-Free Workplace Policy and is aware of the actions that will be taken against the employee for violation of the stated policy.

Each employee is herein notified that as a condition of employment with Pearl River Community College, he or she will abide by the terms of the policy statement and will notify his or her administrator, as well as the personnel office, of any criminal drug statute arrest or conviction for a violation occurring in the workplace within 24 hours after such arrest or conviction.

### Federal Enforcement Regulations

If an employee directly involved with a federal Grant Program is convicted of any criminal drug statute violation occurring in the workplace, Pearl River Community College will notify the granting agency within ten (10) days after receiving notice of such conviction. Within thirty (30) days of receiving notice, with respect to any employee involved with a Federal Grant Program who is convicted of a drug statute violation occurring in the workplace, Pearl River Community College will take appropriate personnel action against such an employee up to and including termination.

Penalty

Anyone who violates this policy is subject to termination, suspension, non-renewal of contract, arrest, and/or removal from college premises.