

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.31

Title All Personnel

Substance-Free Workplace

It is the policy of the Board that, within the powers of the College, reasonable measures shall be taken to establish and maintain a substance-free workplace as required by the Drug-Free Workplace Act of 1988. Workplace shall include all situations and places wherein employees are engaged in work-related activity.

1. Employees are expected to report for their assignments on time and in condition to safely and properly perform the responsibilities of their positions, unimpaired by the unlawful use of a controlled substance. The College shall endeavor to provide a drug-free, healthful, safe and secure work environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy may result in disciplinary action up to and including termination and may have legal consequences.
3. The College shall establish a drug-free awareness program to inform employees about the dangers of drug abuse, the College's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for drug abuse violations occurring in the workplace.
4. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. The report must be made to the employee's supervisor and/or the Chief Human Resources Officer within five (5) days following the conviction.
5. Within 30 days of receiving a report of conviction as described in paragraph 4 above, the College shall:
  - a. take appropriate personnel action against such employee, up to and including termination, or
  - b. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Failure to successfully participate in a program may subject the employee to discipline up to and including termination.

Date of adoption 7/16/67

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

124; 260C; 279.8. 41 U.S.C. 701-707;

Date of current revision 10/11/04

42 U.S.C. 1201 et. seq.; 34 C.F.R. P+.85.

Related Administrative Procedures and Cross References \_\_\_\_\_

Board Policy 506.6 Drug-Free College Community

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