

# Procedure

Procedure # 3.02.14

Effective Date 12/22/93

<p><i>(Impact Area - Dept Name)</i></p> <p>All Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Drug Free Workplace</p>
<p><b>Relates to Policy #</b> 3.02.14</p>	<p><b>Author:</b> David Lindsay Policy Committee</p> <p><b>Supersedes Procedure #</b> New</p>	
<p><b>Legal Citation (if any):</b> Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F and the regulations published in the Jan. 31, 1989 <i>Federal Register</i></p>		
<p><b>North Idaho College</b></p>		

Procedure Narrative:

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- A. North Idaho College shall be responsible for establishing a Drug-Free Awareness Program to inform employees about:
  1. The dangers of drug abuse in the work place and educational environment;
  2. The institution's policy of maintaining a drug-free work place;
  3. The availability of drug counseling and rehabilitation programs; and
  4. 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:
1. Abide by the terms of the policy;
  2. 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 within three days of the infraction; and
  3. 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 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 or designee will initiate and take one or both of the following actions:
1. Take personnel action against such an employee, up to and including termination; and/or
  2. 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 distribute the following information on an annual basis:
1. 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;
  2. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  3. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
  4. A clear statement that the college will impose sanctions on 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.