

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

## PROCEDURE NO. 12

**TITLE:** Drug-Free Workplace

**EFFECTIVE DATE:** January 1, 2017

### PROCEDURE

#### 1. PURPOSE

To provide guidelines and procedures to adhere to the Drug-Free Workplace Act of 1988.

#### 2. SCOPE AND APPLICABILITY

This procedure applies to all employees of the College.

#### 3. DEFINITIONS

NONE

#### 4. PROCEDURES

- A. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any College work area is prohibited.
- B. As a condition of employment, employees must abide by the terms of this procedure and the Drug-Free Workplace Act of 1988.
- C. Any College employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report, in writing, the conviction within five (5) days thereafter to the Office of Human Resources.
- D. Violations of this prohibition will result in disciplinary action, ranging in severity from normal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a College-approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the College of all employees who violate this prohibition and are not terminated from employment.
- E. Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from the Office of Human Resources.
- F. Where necessary, because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.

G. All College employees are required to acknowledge by written signature that they have been made aware of the Drug-Free Workplace policy and procedure, understand same, will abide by the policy and procedure, and to return a signed copy of this acknowledgement to the Office of Human Resources.

**RELATED POLICIES AND/OR PROCEDURES:** Operating Rule 22 Drug-Free Workplace

**RESPONSIBLE OFFICES:** President, Administrative Services

**Approved by:** President's Cabinet and Extended Cabinet

**ACKNOWLEDGEMENT OF UNDERSTANDING AND COMPLIANCE**  
**Drug-Free Workplace Act of 1988**

As an employee of the New River CTC, I understand and will abide by the policy and procedure statements for the Drug-Free Workplace Act of 1988, and I agree that I will notify in writing my immediate supervisor and the Office of Human Resources within five (5) days if I am convicted under any statutes for misconduct in the College workplace.

NAME (printed) \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_