

New River Policy



NEW RIVER
Community and Technical College
Central Administration

POLICY NAME	Drug Free Workplace		POLICY NO.	NR 3.4	
RESPONSIBLE OFFICE	Human Resources	EFFECTIVE DATE	11/17/2016	DATE APPROVED	01/01/2017
DATE OF LAST REVISION	01/25/2022	DATE OF NEXT REVIEW	01/2025		

SCOPE

All employees of New River Community and Technical College

Compliance – Legislative Rule

Drug-Free Workplace Act of 1988
West Virginia Codes §60-8-20, §11-16-19, §60-3A-24

POLICY STATEMENT

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in our workplace. Violation of this policy may result in disciplinary action, including but not limited to suspension and/or termination or a requirement to participate in an approved drug abuse assistance or rehabilitation program.

PURPOSE

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace.

GENERAL PROVISIONS

New River Community and Technical College will ensure compliance with the Drug-Free Act of 1988. The College will establish guidelines and procedures as set forth in the Act and require employees to read, understand and sign a document that covers all aspects of the Drug-Free Workplace Act.

TERMS AND DEFINITIONS

TERM	DEFINITION
N/A	

SECTION 1: Procedure

1. As a condition of employment, employees must abide by the terms of this procedure and the Drug-Free Workplace Act of 1988.
2. 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.
3. 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.

4. 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.
5. Where necessary, because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.
6. 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.

EXCEPTIONS/EXCLUSIONS

REVIEW

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhagen
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President

Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

WV Employee Referral Program

<https://personnel.wv.gov/employees/benefits/Pages/referral.aspx>

ASSOCIATED FORMS

Drug-Free Workplace Policy Acknowledgment Form

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
1/25/2022	Combined OR 22 and Procedure 12 into one NR policy updating to new policy format. Included link to WV Employee Referral Program.	

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.



DRUG FREE WORKPLACE

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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 and will abide by the policy and procedure, and to return a signed copy of this acknowledgement to the Office of Human Resources.

Employee Signature

Date