



POLICIES AND PROCEDURES



Policy

Drug-Free Workplace

Adopted	November 26, 2007
Category(ies)	<i>Employment Policies</i>
Approval(s)	Thomas L. Purce: November 26, 1993

It is the policy of The Evergreen State College to comply with the requirements of the federal *Drug-Free Workplace Act of 1988*.

Outside of an approved and licensed research program, it is unlawful to manufacture, distribute, dispense, possess or use controlled substances defined in schedules I through V of section 202 of the *Controlled Substances Act* (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15 on the premises of The Evergreen State College campuses or at any other location at which official college functions are held.

Any violation of this policy will result in a sanction within the college's disciplinary action procedures ranging from a warning to a dismissal.

Employees and students should be aware that:

- The use and abuse of drugs is not only illegal and dangerous, but it is the antithesis of a healthy work climate;
- As a condition of employment or enrollment, employees and students are required to abide by this policy of prohibition of drugs in the workplace;
- An employee convicted of a criminal violation occurring in the workplace involving a controlled substance must notify his supervisor, dean or vice-president within five days of the conviction. Failure to report such conviction within the time lines will result in disciplinary sanctions. If the employee is supported by federal funds, the employee must notify the appropriating federal agency within ten days of the employee's conviction.
- As a result of the notifications of the employee conviction, within 30 days the college will:
 - Take appropriate disciplinary action and/or,
 - As a condition of continuing employment, require such an employee to participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

Training and educational programs

The college has had and will continue to have educational workshops, drug counseling, and employee assistance programs for the support of its employees.

Referral information

Students should contact the counseling center for drugs and substance abuse counseling and referral

information.

Employees have state paid insurance options for drug counseling and rehabilitation as well as Washington state employee assistance service which they may contact at no cost.

All employees shall receive a copy of this policy when they commence work.

Several employees have received training in recognition of signs and symptoms of substance abuse and are knowledgeable of treatment agencies and other resources. These employees may provide assistance to co-workers and students who request or may require assistance.

Training

A workshop on drugs and alcohol use and abuse shall be offered to all employees no less than once a year.

© 2008 The Evergreen State College

2700 Evergreen Parkway NW Olympia, Washington 98505 | 360.867.6000