

**WALLA WALLA COMMUNITY COLLEGE
DRUG-FREE WORKPLACE/DRUG PREVENTION PROGRAM
ADMINISTRATIVE POLICY 5645**

It is the intent of the Board of Trustees of Walla Walla Community College to provide a drug free, healthful, safe, secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and on Walla Walla Community College-owned or controlled property or while conducting College business.

The use of alcohol while on Walla Walla Community College-owned or controlled property is also prohibited except when authorized in writing by the College President and in accordance with State of Washington Liquor Control Board procedures.

No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in: 1) disciplinary action which may include termination of employment in accordance with the Higher Education personnel Board rules, Bargaining Unit Agreements, tenure laws, or other College policies and/or; 2) satisfactory participation in an approved chemical dependency program.

If an employee is engaged in the performance of a federally-sponsored grant or contract, the College must provide written notification to the federal contracting agency within ten (10) calendar days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. Compliance with federal law requires all employees to provide notification in writing to the employing official of any criminal drug statute conviction occurring in the workplace no later than five (5) calendar days after such a conviction. The College will take disciplinary action against any College employee so convicted within 30 calendar days of notification. Disciplinary action may include dismissal from employment, satisfactory participation in an approved chemical dependency program, or a combination of sanctions.

Walla Walla Community College recognizes chemical dependency to be a treatable illness. The College has established an ongoing education program that will provide: 1) information about the dangers of drug and alcohol abuse in the workplace; 2) the College's Drug Free Workplace Policy; 3) information about the availability of drug and alcohol counseling, rehabilitation, and the State of Washington Employee Advisory Service; and 4) the possible penalties for employee drug or alcohol abuse violations. Conscientious efforts to seek help with a chemical dependency problem will not jeopardize employment. Employees or their family members needing assistance with chemical dependency problems are encouraged to utilize the confidential referral services of the College's Chemical Dependency Educator or a Student Development Center Counselor.

Drug Abuse Prevention Program
Statement of Intent

Because of the intensifying abuse of drugs and alcohol in the United States, this statement of policy as formulated to comply with the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Subtitle B) and the Drug Free Work Force Act of 1988 (Public Law 100-690, Title V, Subtitle D). It is imperative that the Walla Walla Community College District maintain a drug-free workplace and assume leadership in the prevention of substance abuse by providing college personnel and students with education and resources.

Walla Walla Community College will

- Advise or assist individuals within the college community seeking help for abuse problems and provide information about worthwhile counseling, rehabilitation, and employer assistance programs.
- Notify all employees and students that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Walla Walla Community College owned- or controlled-property.
- Take appropriate disciplinary action including, when necessary, termination/expulsion of employees or students who sell, distribute or are found under the influence of unauthorized alcohol, illegal drugs or illegal substances while on owned or controlled property. Disciplinary action will be taken in accordance with the appropriate college disciplinary committee. Decisions of the committee are subject to the appeals process.
- Require employees to notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace or controlled property no later than five (5) days after such conviction.
- If the employee is engaged in the performance of a federally sponsored grant or contract, notify the federal contracting agency within ten (10) days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace or controlled property. The college will take disciplinary action against, or require the satisfactory participation in a drug/alcohol abuse assistance of rehabilitation program by any college employee who is so convicted.
- Have the authority to deny admission or participation in specific college programs. If denied admission or participation, individuals will have access to the appeals process.
- Support the College Wellness Program and develop a component focusing on substance abuse awareness and reduction.
- Maintain verification that all employees engaged in the performance of a federally sponsored grant or contract have received a copy of this policy.

<p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>December 2, 1992</u></p> <p>Last Reviewed/Revised on: _____</p>
