SECTION: Faculty & Staff
TOPIC: Drug and Alcohol Use/Drug Screening
Approved:

Policy: B7530
Approval Date: 11/6/15
Revision Date: 6/22/2026

POLICY

Employees shall not be involved with the unlawful use of controlled substances and/or illicit drugs in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the College's business. Further, employees shall not possess nor consume alcoholic beverages during work time.

RESPONSIBLE OFFICIAL(S):

Office of Human Resources

DEFINITIONS:

Illicit drugs are those drugs defined as illegal under federal, state or local laws, to include prescription drugs not prescribed to the employee.

PROCEDURE:

1. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. Any involvement with alcohol or drugs that adversely affects the workplace or the work environment will not be tolerated.
2. Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, company equipment, or the company's relations with the public will not be tolerated.
3. Drug and alcohol tests will be conducted as a routine part of the pre-employment process for all job applicants prior to employment. Applicants must satisfactorily pass the drug screen prior to reporting to work. Offers of employment may be made contingent on satisfactorily meeting these requirements. If the drug screening procedures indicate the presence of drugs or controlled substances, the applicant will not be considered further for employment.
4. If there is reasonable suspicion of substance abuse by an employee, the Office of Human Resources may require the employee to submit to a drug and/or alcohol testing.
5. The use or personal possession (e.g., on the person or in a desk or vehicle) of alcohol during work time or on College property is a dischargeable offense. For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods. Notwithstanding this, the College reserves the right to hold an event in which alcoholic beverages may be served and/or consumed in accordance with applicable local, state, and federal laws. Employees who consume alcohol under such circumstances may not report back to work during that workday.
6. The use, sale or personal possession (e.g., on the person or in a desk or vehicle) of illegal drugs while on the job, including rest periods and meal periods, or on College property, is a dischargeable offense and may result in criminal prosecution; any illegal drugs found will be turned over to the appropriate law enforcement agency.
7. College employees are subject to appropriate disciplinary action for violation of this policy in accordance with College policies and procedures.

CROSS REFERENCE:

Policy B5050 Drug Free Schools and Communities Act Compliance