

POLICY 4120

DRUG- AND ALCOHOL-FREE WORKPLACE: EMPLOYEES

POLICY

Shoreline Community College is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Shoreline Community College employee uses alcohol or illegal drugs on the job, comes to work demonstrably under the influence of alcohol or with illegal substances present in his/her body, or possesses, distributes, or sells drugs illegally in the workplace.

It is the intent of the Board of Trustees of Shoreline Community College to provide a drug-free, healthful, safe and secure work environment. In accordance with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act of 1986 (Public Law 99-70, Title IV. Sub-title B) and its amendment of the 1989 (Public Law 101-226), the College has established the following policy guidelines with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees, students, and the community. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment.

Approved by:
Board of Trustees1/19/90
College Cabinet1/9/90
Revision reviewed and recommended by:
College Council2/4/04
Revision Approved by:
Board of Trustees2/25/04

The Board of Trustees hereby revises Policy 4120.

Done in Open Meeting by the Board this 25th day of February, 2004.

Board of Trustees
Shoreline Community College

By: /s/ Paul D. Burton
Chair of the Board

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PROCEDURAL GUIDELINES

The following procedures provide education and information and when necessary discipline for the maintenance of a drug-and alcohol- free campus.

1. The College will distribute information to employees about drug and alcohol abuse prevention annually.
2. The College will provide substance abuse education and information on the magnitude and dangers of drug and alcohol abuse; and availability of counseling, treatment and referral focusing on the prevention and treatment of substance abuse through the Employee Advisory Service (EAS).
3. The EAS recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them personally accountable for their own recovery. The EAS provides confidential assessment, referral, and short-term counseling for employees and their dependents that need or request these services.
4. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and on Shoreline Community College property. The consumption of alcohol beverages on Shoreline Community College property or as part of any College activity is prohibited, except when authorized by the College President.
5. No employee will be present on campus or engage in his/her work while demonstrably under the influence of alcohol or with any unlawful substance present in his/her body. Employees will be immediately tested off-campus when detectable indicators give rise to reasonable suspicion that an employee is demonstrably under the influence of alcohol or has unlawful substances in his/her body. Such indicators may include but are not limited to: smell of alcohol on breath, unsteady gait, dilated pupils, disorientation and slurred speech.
6. Violations of this policy by any employee may result in referral for mandatory evaluation/treatment for substance abuse disorder or disciplinary action up to and including termination of employment in accordance with applicable WAC rules, bargaining unit agreements or other College policies.
7. In order to comply with Federal law, Shoreline Community College requires that an employee notify the employing official of his/her criminal drug statute conviction for any violation occurring in the workplace no later than five days after such conviction. If the employee is engaged in the performance of a federally-sponsored grant or contract, the College must notify the Federal contracting agency within ten days of

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having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. The College will take disciplinary action against or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any College employee who is so convicted.

- 8. Continued employment at Shoreline Community College is conditional on each employee's compliance with this policy.
- 9. An employee who believes his/her rights have been violated has appeal rights in accordance with applicable laws and negotiated agreements.

Approved by:
College Cabinet 1/9/90
Revision Approved by:
President's Executive Staff 11/17/03
Revision reviewed and recommended by:
College Council.2/4/04