

DRUG-FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to college property. Therefore, it is a policy of this college that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the college's workplace is prohibited. Any employees violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

1. Lenoir Community College does not differentiate between drug users and drug sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on college premises will be subject to disciplinary action up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the college within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea or nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Executive Vice President or Human Resource's Office must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for a continued employment.

6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

ACKNOWLEDGEMENT

I, _____, an employee of Lenoir Community College, hereby certify that I have received a copy of the college's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this college's premises and violation of this policy can subject me to disciplinary action up to and including termination. I realize that as a condition of employment on such federal grant, I must abide by the terms of this policy and will notify the college of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the college communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Signed: _____ **Date:** _____