



PROCEDURE

Policy Name:	Drug & Alcohol Free Campus
Policy Number:	4120
Applicable Code/Law:	Drug-Free Workplace Act (1988), Title IV-21 st Century Schools, Part A, Public Law 110-315 (2008)

Definitions:

Alcohol - The substance known as ethyl alcohol, hydrated oxide of ethyl, or spirit of wine, which is commonly produced by the fermentation or distillation of grain, starch, molasses, or sugar, or other substances including all dilutions and mixtures of this substance.

Controlled Substance - Those controlled substances listed in schedules I through V of section 202 of the federal Controlled Substance Act (21 U.S.C. 812), including marijuana.

Procedural Guidelines

Shoreline Community College is dedicated to fostering a healthy learning and drug-free work environment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College owned or controlled property, or while conducting College business regardless of location is prohibited.

Employees: It is a violation of this policy for any employee to jeopardize the operation of interests of the College through the unlawful manufacture, dispensation, possession, use, or distribution of any controlled substance, including illicit drugs, marijuana or unapproved consumption of alcohol. Sanctions for employees may include discipline up to and including termination of employment in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws or other applicable policies of the College.

The College recognizes drug use and/or dependency to be a health, safety and security problem and employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Assistance Program (1.877.313.4455 or www.hr.wa.gov/EAP) and/or employee medical insurance plans as appropriate.

Conscientious efforts to seek such help will not jeopardize employment. Employees are required to report any conviction under a criminal drug statute for violations occurring on properties controlled or owned by the College, or while conducting College business. Such convictions must be reported to the Office of Human Resources

The College shall determine whether or not the reported conviction of an individual is in any way a part of a federally funded or contracted program. Notification of conviction shall be made to an appropriate federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any conviction of a drug violation occurring in the workplace

Students: Students found in violation shall be subject to sanctions or consequences in accordance with the College's Student Conduct Code. Students are required to report any conviction under a criminal drug statute for violations occurring on properties controlled or owned by the College, or while conducting College business. Such convictions must be reporting to the Student Conduct Officer within five (5) days after the conviction.

Criminal Sanctions: Violations of this policy may also violate local, state and federal criminal law, and will be referred to the appropriate law enforcement agency for investigation which may result in separate penalties, such as monetary fines or imprisonment. Individuals concerned about specific circumstances should seek the advice of their personal attorney.

Reporting: If an individual observes or believes an employee, contractor, student, visitor or volunteer may be under the influence or in violation of this policy, please report so immediately.

- For employee-related concerns, contact the Office of Human Resources.
- For student-related concerns, contact the Office of Student Affairs.
- For all other individuals, contact Safety & Security.

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

1. The College will distribute information to employees about drug and alcohol abuse prevention annually.
2. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on College owned or controlled property, or while conducting College business regardless of location. The consumption of alcohol beverages on Shoreline Community College property or as part of any College activity is prohibited except where specifically authorized by the College President.
5. No employee will be present on campus or engage in their work while demonstrably under the influence of alcohol or with any unlawful substance present in their 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 their body. Such indicators may include, but are not limited to the smell of alcohol on breath, unsteady gait, dilated pupils, disorientation or slurred speech.
6. Violations of this policy by any employee may result in referral for mandatory evaluation and 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.
8. Continued employment at Shoreline Community College is conditional on each employee's compliance with this policy.