

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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MAINTENANCE OF A DRUG-FREE WORKPLACE

Effective: May 1, 1989

Policy No. 3357:13-16-19

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A. The Drug-Free Workplace Act of 1988 requires that all employers who apply for federal grants certify that they will maintain a drug-free workplace. The policy set forth below complies with the requirements of the Act:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace, i.e., anywhere on campus or at any other site where and at times when official College activities or programs are scheduled, is strictly prohibited.
2. The term “controlled substance” refers to all illegal drugs and to legal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician.
3. The dangers of illegal drug use or drug abuse in the workplace are significant and infringe on the health and safety of not only the user, but also those with whom he or she comes in contact. Therefore, the College does not accept nor condone the use of a controlled substance without a physician’s order by any individual employed by the College.
4. As a condition of employment, these policies must be adhered to, and violations may be cause for one or more of the following actions:
  - a. Referral to appropriate agency or agencies for evaluation and assessment to determine the appropriate treatment for rehabilitation;
  - b. Participation in a drug rehabilitation program;
  - c. Separation from College duty, and/or;
  - d. Termination of employment.
5. Participation in a treatment program will not affect future employment or career advancement, nor will participation protect the employee from disciplinary action for substandard job performance.
6. Drug-free awareness programs to educate and inform employees and supervisors about the dangers of drug abuse in the workplace, the College’s policies pertaining to a drug-free workplace, and the availability of a referral agency will be communicated to the College community and the confidentiality of an employee’s needs will not be breached.

7. All individuals employed by the College must abide by the terms of this policy and if convicted of any criminal drug statute violation occurring in the workplace, must notify his or her department head no later than five (5) days after such conviction.
8. A copy of this policy shall be given to every employee. Requests for assistance required to comply with this policy should be directed to the Human Resource Office.
9. The cost of any rehabilitation related to overcoming drug abuse or dependency will be borne by the employee affected.