
Policy: Substance Abuse Policy
Policy No: 4.24
Approved: Board of Trustees: March 2006

SUBSTANCE ABUSE POLICY

It is Sullivan County Community College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, faculty and staff are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Sullivan County Community College premises and while conducting business-related activities off premises, SCCC expressly prohibits its faculty and staff and visitors from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in its workplace or from being under the influence of alcohol or illegal drugs. **Employees are expected to refrain from the illegal use of alcohol and drugs in the workplace. Alcohol may only be served at College approved locations and or functions.**

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The College is committed to, and required by law to maintain a drug-free workplace. The College will, to the best of its resources, support any faculty and staff member who is identified as needing assistance by confidentially recommending appropriate drug counseling and rehabilitation. Employees are assured that all attempts will be made to preserve an employee's status at the College while the employee seeks assistance.

Faculty and staff who have questions or concerns about substance dependency or abuse are encouraged to use the resources of the Sullivan County Employee Assistance Program. They may also wish to

discuss these matters with their supervisor or the Human Resources Director to receive assistance or referrals to appropriate resources in the community.

Employees with questions or concerns about this policy or issues related to drug or alcohol use in the workplace should discuss those questions and concerns with their supervisors or the Human Resources Director without fear of reprisal.

Faculty and staff members with drug or alcohol problems which have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take Family Medical Leave (FML) to participate in a rehabilitation or treatment program. A Family Medical Leave may be granted if the employee agrees to abide by all SCCC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause SCCC any undue hardship. **In the absence of any available sick time or other benefit time, the College will allow no more than two (2) leaves of absence for substance abuse treatment.** The Drug Free Workplace Act of 1988 requires all employees to notify the employer of any drug conviction within five days of the conviction. **Failure to notify the College may result in immediate termination of employment.**

Faculty and staff should be aware of the following:

- A. Sullivan County Community College must notify the Federal Government within ten (10) days of learning of an employee's drug-related conviction.
- B. Further, Sullivan County Community College will abide by its policy with respect to any employee who is convicted and within thirty (30) days of learning of such a conviction:
 - 1) Take appropriate disciplinary action against such an employee, up to and including termination; or
 - 2) Require such employee to participate satisfactorily in a substance abuse or rehabilitation program approved by a Federal, State or local health, law enforcement or other appropriate agency. Refusal to participate in a program shall result in the initiation of disciplinary action up to and including termination.

If disciplinary action becomes necessary, all rules governing such action will be followed in accordance with the relevant provision of Civil Service law, Section 75, the Professional Staff Association (PSA) Disagreement Procedures, or the Board of Trustees Policies and Procedures Manual.