

APPENDIX F

DRUG-FREE WORKPLACE POLICY

Morrisville State College Policy # 2101

The College, in compliance with the Federal Drug-Free Workplace act of 1988 and the Drug-Free Schools and Communities Act of 1989, had adopted the following policy, which must be adhered to as a condition of employment:

A. Policy:

The unlawful possession, use, or distribution of a controlled sub-stance or alcohol on the college premises or as a part of any college activity is prohibited. Employees who unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or alcohol will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements. Furthermore, on-the-job impairment from alcohol or controlled substances is prohibited.

B. Guidelines and Procedures:

1. Any college employee convicted of a criminal drug statute violation occurring in the workplace must provide written notification to his/her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug-Free Workplace Act of 1988, the college will inform contracting or granting agencies of such convictions within ten (10) days after receiving notice of conviction.
2. Within 30 days of having received notification of an employee's conviction for a workplace drug statute violation, the college will take appropriate action up to and including termination or may require an employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.
3. The college will make a good faith effort to maintain a drug/alcohol-free workplace. That effort will include drug awareness education programs, an Employee Assistance Program to assist employees seeking treatment and rehabilitation programs, and the implementation and strict enforcement of this policy.