

Department: Human Resources
Subject: Drug-Free Workplace

Effective: January 2, 2002

Reviewed: January 3, 2005

Revised October 30, 2009

Policy

It is Columbia College Chicago's policy that all faculty, staff and students adhere to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Procedures

The following drug-free workplace procedures should be complied with by Human Resources and all faculty, staff and students:

1. Any use, possession, sale or manufacture of an illegal drug or a controlled substance on College property or at a College sponsored event is strictly prohibited.
2. Violation of this policy will result in disciplinary action that may include immediate suspension or expulsion of students and suspension without pay or termination of employees.
3. Faculty, staff or other employees who are convicted of a drug related offense that occurred in the workplace or on campus must notify Human Resources in writing within 5 days of the conviction.
4. The Human Resources staff should then notify the Department Chairperson/Head regarding the employee's drug related conviction.
5. If the employee is being paid partially or completely from federal grant funds, the Department Chairperson/Head or Accounting Senior Accountant (responsible for grants) must notify the funding agency in writing within 10 days of receiving notice of this conviction.

Prepared by: Internal Auditor

Approved by: Vice President, Human Resources

INFORMATION ADDENDUM TO DRUG-FREE-WORKPLACE POLICY

Health Risks:

The use of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the use of the previously mentioned drugs include, but are not limited to: loss of control, convulsions, coma, paralysis, irreversible brain damage, uncontrollable tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol use is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students.

Resources:

Faculty and staff who abuse alcohol or drugs are encouraged to seek assistance and treatment. The College provides an Employee Assistance Program to all full-time employees, and the availability of a health care plan to all full-time employees. Confidential medical treatment is also available at the on-campus Care ATC clinic for employees who are enrolled in the Columbia College Health Plan.

Additional information about these resources is available through the Human Resources Department and on the Human Resource's pages of the Columbia College website. Assistance and treatment may also be available through private resources, including your personal physician, and public resources, such as county health departments.