

Drug-Free Workplace and Drug Testing

It is the College's policy to provide a drug-free, healthful and safe workplace. To promote this goal, you are required to report to work in appropriate mental and physical condition to perform your job in a safe and satisfactory manner. Upon hire, all Associates must sign the College Drug and Alcohol Abuse Policy Statement. While on College premises and while conducting business-related activities off College premises, you may not use, possess, distribute, sell or be under the influence of drugs or alcohol or engage in the unlawful distribution, manufacture, dispensing, possession or use of illegal drugs. Violation of this policy may lead to corrective action, up to and including immediate termination of employment. Where unlawful activity is suspected, the College will notify the appropriate law enforcement authorities.

The legal use of prescribed drugs is permitted on the job only if it does not impair an Associate's ability to perform the essential functions of the job effectively and in a safe manner, and does not endanger other individuals in the workplace. If you are uncertain about the affects a prescribed medication may have on your ability to perform your job you must notify your Supervisor immediately. Management, in its sole discretion will determine whether a reasonable accommodation of the Associate's needs is appropriate or available. In keeping with the goals established by this policy, Associates and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs. The College will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

- ▶ **Post-Accident Testing:** An Associate that is involved in a serious incident or accident while on duty, whether on or off the College's premises, may be asked to provide a body substance sample.
- ▶ **Fitness-For-Duty or Reasonable Suspicion Testing:** This test may be required if significant and observable changes in Associate performance, appearance, behavior, speech, etc. provide reasonable suspicion of his/her being under the influence of drugs and/or alcohol. A fitness-for-duty evaluation may include the testing of a body substance sample.
- ▶ **Random Testing:** An Associate who has completed a voluntary rehabilitation program may be subject to unscheduled testing for a twelve (12) month period following reinstatement.

The College reserves the right to require Associates to be tested, using appropriate testing procedures, for improper drug or alcohol usage. In view of the College's desire and obligation to maintain a drug-free workplace, the College will not tolerate the sale, possession, distribution, use, being under the influence, or presence in the body, of alcohol, marijuana, narcotics, or non-prescribed behavior-modifying or hallucinogenic drugs while at work at any location, at the College premises at any time, or when operating any College vehicle, tools or equipment. Whenever there is reason to believe that an Associate is engaged in the sale, possession, distribution, use, or under the influence of, or having present in the Associate's body, alcohol, marijuana, narcotics, behavior-modifying or hallucinogenic drugs, or any other substance covered by this policy, on College premises or property or while at work, the College may search and inspect an Associate and/or any and all of the Associate's personal effects. A refusal to submit to a search or inspection may subject the Associate to discipline, up to and including termination. Where there is a reasonable suspicion of drug, substance or alcohol possession or use, or presence in the Associate's body, on College premises or while operating any College vehicle, tools or equipment, or which impacts on an Associate's performance or behavior or safety on the job, an Associate may be required to be examined by a physician (paid for by the College), to undergo testing for drug, substance or alcohol use, and to consent to have the results of the examination and test results released to the College.

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Reasonable suspicion of drug, alcohol or substance use may be based on factors including, but not limited to, unusual behavior such as verbal abuse, physical abuse, extreme aggression or agitation, withdrawal, depression, mood changes, or unresponsiveness; inappropriate responses to questions or instructions; other erratic or inappropriate behavior such as hallucinations, disorientation, excessive euphoria, confusion. Other examples include but are not limited to:

1. Possessing, dispensing, or using a controlled substance
2. Bloodshot or watery eyes
3. Dilated or constricted pupils or unusual eye movement
4. Slurred or incoherent speech
5. Dry mouth
6. Dizziness or fainting
7. Extreme fatigue, drowsiness, sleeping
8. Flushed or very pale face
9. Nausea or vomiting
10. Unsteady walk
11. Runny nose or sores around the nostrils
12. Observed weight loss
13. Sudden worsening of complexion
14. Excessive sweating or clamminess of the skin
15. Shaking of hands or body tremor/twitching
16. Bloodstains on clothing sleeves
17. Wearing of sunglasses indoors and in all weather
18. Wearing of long-sleeved shirts in all types of weather
19. Puncture marks or tracks
20. Odor of alcohol, marijuana, or other substance on breath or clothes
21. Excessive absenteeism or other attendance problems
22. Frequent absences from the work area
23. Frequently coming in late or leaving early
24. Irritability or unpredictable responses to ordinary requests
25. Abusive, erratic or threatening conduct.
26. Disheveled appearance
27. Erratic or unusual behavior, mood swings or changes, including inappropriate gaiety or lethargic behavior
28. An increase in errors, forgetfulness, and difficulty following instructions
29. Accidents related to apparent lack of concentration

When an Associate tests positive on a drug or alcohol test, the Associate may, at the College's sole discretion, be terminated or volunteer to undergo drug or alcohol rehabilitation or medical treatment as a condition of continued employment. The College will reasonably accommodate any Associate who voluntarily requests to undergo rehabilitation or medical treatment, provided that the reasonable accommodation does not impose an undue hardship on the College. Please contact the Administrative Office Human Resources Department for complete details of the Drug-Free Workplace and Testing policy.