

**ALCOHOL AND DRUG-FREE WORKPLACE**

It is the Administrative procedure of the Southwestern Oregon Community College District that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust. And lastly, with reference to the *Drug-Free Schools and Communities Act Amendment of 1989* (Public Law 101-226),

"...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees..."

In brief, this procedure has been developed by Southwestern Oregon Community College to comply with the federal law and to educate and inform its students and employees of the health risks, counseling and treatment resources, and sanctions for noncompliance. The College will biennially review this program to determine its effectiveness and implement changes if needed, and to ensure that the sanctions required are consistently enforced.

Note: "Controlled substances" do not include over the counter or prescribed medications. It refers to illicit drugs.

**STANDARDS OF CONDUCT****STUDENTS**

The Southwestern Oregon Community College *Student Rights and Responsibilities* document defines the following behaviors as violations of the standards of student conduct: "The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as specifically approved by the College President or designee (see APP 10016 Liquor on Campus).

**EMPLOYEES**

The success of the educational program depends on the health of the College employees. Impaired functioning due to alcohol or substance abuse obstructs the success of the educational process and is a hazard to the health of the College employees. It is the responsibility of the College and its employees to maintain a safe, healthful, and effective educational environment, and to make a good faith effort to maintain an alcohol and drug free workplace.

The unlawful manufacture, distribution or possession of alcohol or controlled substances by a College employee while on College business or while on the College's premises is strictly prohibited at Southwestern Oregon Community College. The College's premises are defined as any building, room, outdoor space, or vehicle that is owned, rented, leased or used by the College. For the purposes of this procedure, private vehicles on the College property are considered College premises.

## SANCTIONS

### STUDENTS

Sanctions which may be imposed on students for violations of the code include: disciplinary probation, temporary exclusion (removal from classes, privileges, or activities for a specified period), expulsion (termination of student status).

### EMPLOYEES

Any employee under the influence of alcohol or a controlled substance which impairs judgment, performance, or behavior while on the College premises or while on College business will be subject to sanctions which may include but are not limited to termination, suspensions or the requirement that the employee satisfactorily complete an approved alcohol or drug rehabilitation program. Sanctions imposed may include disciplinary probation (the suspension of a more severe penalty for a specific time period, based upon good behavior), suspension (the temporary barring from employment for a specific time period, without pay) and/or termination (the severing of employment with the College).

The employee shall notify the employer within five days if the employee is convicted of a criminal drug offense occurring while the employee was on the College's premises or on College business. The employee's failure to notify the employer will constitute grounds for termination. The employer may impose sanctions on the convicted employee which may include but are not limited to termination, suspensions, or the requirement that the employee satisfactorily complete an approved drug rehabilitation program.

## ASSISTANCE

The College shall make drug and alcohol information available to students, employees and their families:

1. Information about the health risks associated with the use of illegal drugs and the abuse of alcohol;
2. A description of local, state and federal laws and sanctions;
3. Assistance programs.

The College recognizes that alcohol and drug abuse are diseases that require treatment and assistance to combat. Insurance benefits available to employees may cover the cost of treatment programs. Students with abuse problems are encouraged to visit the counseling center in Stensland Hall. Counselors can provide preliminary assessment and can refer students to community agencies. Several support groups for persons in recovery, and for their families, meet on the SWOCC campus. Information about these groups is posted on College bulletin boards, and is available from the counseling center in Stensland Hall.

Approved by Board of Education:  
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