

Category: Operations

Policy Title: Alcohol & Drug Policy and Prevention Program

Policy Statement:

The College is committed to protecting the safety, health and wellbeing of all employees, students, and visitors in the educational and work environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. Therefore, we have established a drug-free program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Procedures:

Standards of Conduct

In compliance with the Federal Drug Free Workplace ACT of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Garden City Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined by these Acts) by a student or employee on College property or at any College event or activity. Furthermore, it is prohibited for an employee to come to work under the influence of a controlled substance or alcohol.

No alcohol is allowed on College property or property controlled by the College without the prior written approval of by the President and Board of Trustees of Garden City Community College.

Residence halls, student clubs and organizations, athletics, or technical programs may impose additional restrictions.

Sanctions

Student and Employee Sanctions

Students who violate this policy are subject to the GCCC Disciplinary Policy included in the applicable policy.

The Disciplinary Policy is located at [Student Handbook Code of Conduct](#) or the [Employee Code of Conduct](#)

. Sanctions will be determined by the applicable handbook as defined by violation.

Violations of this policy by students will be reported to the Vice President of Student Services or designee and to the Campus Police Department.

- Students receiving performance awards or athletic scholarships may be subject to random drug screening and/or testing in order to assure compliance with these Acts and College policy.
- The College reserves the right to test employees for a controlled substance or abuse of alcohol with reasonable suspicion of cause to assure compliance with these Acts and College policy.
- Employees must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than ten (10) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.
- Sanctions will be imposed against students, employees, or visitors found to be in violation of this policy.

As a condition of employment, employees of GCCC who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of GCCC who violate this policy will be subject to one or more of the following disciplinary actions:

- Placement on probationary status.
- Short-term suspension with pay.
- Short-term suspension without pay.
- Long-term suspension without pay.
- Required participation in a drug and alcohol education treatment, counseling, or rehabilitation program.
- Termination of employment.
- Or other actions determined appropriate by the Human Resources Director.

Employees who violate this policy may be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the College to take any other disciplinary action permitted or authorized by GCCC policies or the negotiated agreement. If it is determined that

an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility.

Employees convicted of a violation of a criminal drug statute occurring in the workplace are required to notify GCCC of the conviction no later than ten (10) calendar days of the conviction.

College Requirements

1. When appropriate, notify any granting agency within ten (10) days of receiving notice of any employee criminal drug statute conviction.
2. Take appropriate personnel action within 30 days of receiving notice of a violation of College policy or criminal drug statute conviction, including but not limited to;
 - a. Referral for prosecution and employment termination.
 - b. Referral of employee to a Counseling/Rehabilitation Program;
 - c. Require convicted employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
3. Make a good faith effort to continue to maintain a drug-free environment, including policy statement distribution and education.
4. Maintain a procedure to provide [Annual Notification to Students](#) and [Annual Notification to Employees](#) relevant to this policy and conduct a biennial review of this procedure.

Consequences of the Use, Misuse, and Abuse of Drugs and Alcohol

Health Risks

Students and employees of Garden City Community College should be aware that the following health risks have been associated with the use of illicit drugs and the abuse of alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.

- Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.
- Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.
- Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness, and tremors.
- Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.
- Opiates/Narcotics: Decreased heart rate, nausea cold, moist skin, bluish in color, and slowed breathing.
- Sedatives: Slowed body function, drowsiness, convulsions, and coma.
- Prescription Medications: Risks associated with the abuse or misuse of prescription medication are dependent upon the particular medication and may include any of the risks described above.

Students and employees should not interpret that the above listing is not intended as all inclusive. (see [Appendix](#) for more information)

Legal Consequences

Federal and state laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug-related offense may be ineligible to receive federal grants or loans. Garden City Community College will fully cooperate with the local, state, and federal authorities in the enforcement of all applicable laws. (see [Appendix](#) for more information)

Drug and Alcohol Assistance Programs

All employees are eligible for basic assessment and/or referral by the College Health Nurse, CampusWell Counseling office, or the Vice President of Student Services or designee. These individuals can be contacted at the following numbers: College Health Nurse (620) 276-9601; CampusWell Counselor (620) 276-9635, or Vice President of Student Services (620) 276-9683. Referral to other treatment providers can be found at 800-662-HELP, or at <http://findtreatment.samhsa.gov>.

Employees may utilize The Employee Assistance Program (EAP), New Directions, is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Garden City Community College encourages employees maintain a healthy balance of work and family. The EAP is a confidential counseling and referral service that can help employees deal with life's challenges. Contact Human Resources for more information about the Employee Assistance Program. www.ndbh.com or call (800) 624-5544

The following web sites provide additional drug and alcohol abuse and prevention information:

www.abovetheinfluence.com

www.ncadd.org

www.itmattersks.org

www.drugabuse.gov

www.niaaa.nih.gov

The Garden City Community College President and/or Board of Trustees reserves the right to require an employee to satisfactorily complete, at the employee's expense, assessment and/or treatment in an accredited rehabilitation program before being allowed to return to work. Appropriate action will be taken within thirty (30) days of Garden City Community College's notice of a conviction or violation of this policy.

Confidentiality

All information received by the College through the drug-free program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies.

Distribution of Notice

The following information will be distributed on certification day (20th day) (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the College but not including continuing education students) of each semester. This policy and related procedures will be reviewed and updated biennially by the Regulatory Compliance and Due Process Committee.

Contacts: Vice President of Student Services or Director of Human Resources

Approved Date: 12/8/21

Policy History: 10/1/15

Keywords: Drug Free, Alcohol Free

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