

## **DRUG FREE WORK PLACE POLICY**

The Drug Free Work place Act of 1988 is a federal regulation which mandates a drug free work place. Part of this regulation requires that every employee who works under any federal grant be given a copy of a published statement issued by Suffolk County Community College, certifying that the College will provide a drug free work place.

Following is the College's policy with regard to the work-related effects of drug use and the unlawful possession of controlled substances on college premises.

- Employees are required to report to work on time and in appropriate mental and physical condition for work. It is the College's intent to provide a drug-free, healthful, and safe work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The College recognizes drug dependency as an illness and a major health problem. The college also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the employee assistance program and/or health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's position with the College, and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of this policy and report to their supervisor any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of a conviction must be made within (5) days after the conviction. The College will notify the grant agency within (10) days after receiving the notice from an employee or otherwise receiving actual notice of a drug conviction. This requirement is mandated by the Drug Free Work Place Act of 1988.

Every Suffolk County Community College employee who works under any federal grant will be provided with a copy of this certification and requested to sign a statement to that effect.

Board of Trustees  
June 16, 1989