

1.015 ALCOHOL AND DRUG POLICY

Contact: Associate Vice President, Human Resources and Legal Matters

INTRODUCTION:

Centralia College is committed to providing a drug free work and school environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his or her assigned duties. The same is true for students. Centralia College recognizes drug use and/or dependency to be a health, safety, and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Advisory Service and/or employee medical insurance plans, as appropriate. Students needing assistance are encouraged to use appropriate campus and community resources. Conscientious efforts to seek such help will not jeopardize employment or student status.

POLICY:

The college enforces all federal, state and municipal laws, statutes, regulations and codes related to the use, sale, consumption, possession or distribution of alcohol and drugs. This includes all rules related to underage alcohol consumption. Employees and students in violation of any such ordinances may be subject to criminal action that may result in loss of driver's license, fines and/or imprisonment in addition to any campus disciplinary proceedings.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Centralia College owned or controlled property, or while conducting Centralia College business is prohibited. Violation of this policy will be reason for taking personnel actions against such employee and/or requiring the employee's participation in a drug abuse assistance or rehabilitation program. Any personnel actions will be processed in accordance with Higher Education Personnel Board rules, bargaining agreements, student disciplinary code or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon specific circumstances. Students may lose federal funding and/or be subject to the student disciplinary process depending on the circumstances of the conviction.

Employees must, as a condition of continued employment abide by the terms of this policy, and must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Centralia College or while conducting Centralia College business. Employees shall report any such conviction to their supervisor within five (5) days after the conviction. Centralia College must report the conviction to the appropriate federal grant/contracting agency with ten (10) days after having received notice that a person employed under a federally sponsored grant or contract has any drug statute conviction or violation occurring in the work place. Students applying for or receiving financial aid must report any drug convictions to the director of financial aid in accordance with the federal regulations governing financial aid. Financial aid may be denied or terminated as a result.

Alcoholic beverages may be served on campus by a recognized student organization, college administrative unit, or community organization when approved by the vice president, finance and administration and the college president. Approval must be secured at least 14 working days prior to the event and service is limited to beer and wine. Requests and application for a permit should be filed with the vice president, finance and administration. For all events, guidelines specified by the Washington State Liquor Control Board must be followed. The college reserves the right to permit the use of alcoholic beverages as deemed appropriate and to require adherence to approved policy (See 1.020).

Sanctions: A proven violation of Centralia College's drug and alcohol policy may result in possible sanctions for employees and students. In addition to referral to appropriate authorities for prosecution under the various criminal codes, employees and students may be subject to disciplinary action. In accordance with various employees' regulations and negotiated contracts, employees may be subject to oral or written reprimands, transfer to other duties, suspension, demotion, or termination. In accordance with the provisions of the *Student Rights and Responsibilities Code*, students may be subject to loss of athletic privileges, oral or written reprimand, referral for evaluation and/or treatment, fines, probation, restriction, suspension or dismissal.

Policy Review and Certification: The Chief Human Resources Officer, in consultation with the Vice President, Student Services, shall review this policy biannually to determine the effectiveness of the policy, to ensure that sanctions are being consistently enforced, and to tabulate the number of employee and student violations. The president shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (PL 101-226) to the Secretary of the U.S. Department of Education.

4.080 DRUG AND ALCOHOL ABUSE PREVENTION

See College Policy 1.105, Alcohol and Drug Policy