

SECTION 400.26
DRUG FREE WORKPLACE

In accordance with the Drug Free Workplace and SBHE policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by the applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five (5) days of the conviction. A conviction means a finding of guilt (including plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of the SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the university system office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

Single copies of the policy may be obtained from Human Resource Office in the Administrative Affairs Office or accessed from the College website at <http://www.lrsc.edu/faculty-and-staff-resources>. (See Section 615 "Drug Free Workplace" of the SBHE Policy Manual at <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&SID=7>) (See Section 918 "Alcoholic Beverages" of the SBHE Policy Manual at <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=18&SID=10>)

History

Administrative Council Approved 06/11/15