

**Personnel**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Alcohol-Free And Drug-Free Environment Policy	<b>NUMBER:</b>  2.18
	<b>DATE:</b>  April 09, 1990 Resolution #90-36
	<b>SUPERSEDES:</b>

This policy document directly relates to the Alcohol-Free And Drug-Free Environment Policy, of the SCCC Board of Trustees, as hereto attached.

## **ALCOHOL-FREE AND DRUG-FREE ENVIRONMENT POLICY**

The Board of Trustees of the Schenectady County Community College, Schenectady, New York, in the interest of providing a safe work environment and a healthy, productive work force, does adopt the following Alcohol-Free and Drug-Free Environment Policy as mandated by the Federal "Drug-Free Workplace Act of 1988" and the Drug-Free Schools and Communities Act Amendment of 1989.

### **STATEMENT**

The unlawful possession, use or distribution of illicit drugs and alcohol by employees of the College is strictly prohibited on all College property, including, but not limited to, workplaces, work sites, College buildings or other College premises and any College-owned vehicle or any other College-approved vehicle used for College purposes.

Any person who violates this prohibition may:

1. Be referred for counseling or rehabilitation and treatment;
2. Be subject to disciplinary action up to and including termination even for a first offense;
3. Be referred to the appropriate law enforcement agencies for prosecution.

### **EMPLOYEE ASSISTANCE**

In establishing an alcohol-free and drug-free environment, it is the College's policy to work with employees suffering from alcohol or drug abuse so that he/she will receive the assistance necessary to overcome dependency. An employee seeking such assistance is encouraged to contact the County of Schenectady Joint Labor-Management Employee Assistance Program (EAP) to discuss the situation before problems begin to surface in the workplace. Disclosures made by an employee will be treated as strictly confidential by the EAP. The telephone number for the EAP is 518-356-4272.

An employee's decision to seek assistance with the EAP will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceeding.

### **NOTICE**

All employees of the Schenectady County Community College shall be given a copy of this policy.

## **EMPLOYEE RESPONSIBILITIES**

All employees are hereby notified that as a condition of Schenectady County Community College receiving Federal grand monies and in order to comply with the Drug-Free Workplace Act of 1988, every employee will:

1. Abide by the terms of this policy;
2. Notify the College personnel office of any criminal drug statute convictions for a violation occurring in the workplace or on the College property no later than five (5) days after such conviction.

## **COLLEGE RESPONSIBILITY**

Pursuant to the Drug-Free Workplace Act of 1988, the College will notify the granting Federal agency within ten (10) days after receiving notice from an employee of any criminal drug statute conviction or otherwise receiving actual notice of such conviction.

Approved by the Board of Trustees  
April 9, 1990 - Resolution #90-36