**Sauk Valley Community College**

**April 23, 2018**

**Action Item 4.1**

**Topic: Board Policy 516.01 Drug-Free Workplace – First Reading**

**College Health Metric 8 – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary**

**Presented By: Dr. David Hellmich and Kathryn Snow**

**Presentation:**

In accordance with the regulations of the Federal Drug-Free Schools and Campuses Regulations, Sauk Valley Community is updating the policies and procedures of the Drug – Free Workplace Policy.

**Recommendation:**

The administration recommends the Board approve the revision of Board Policy 5216.01

Drug-Free Workplace as presented for a first reading.

516.01 Drug-Free Workplace Policy

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free. This policy shall be a condition of employment.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.
2. Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.
3. Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after conviction.
4. The College shall notify the appropriate federal agency from which it received grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.
5. For the purpose of this Notice, the following definitions shall apply:
   1. A “controlled” substance is any one or more of the following: (1) which is not legally obtainable; (2) which is legally obtainable but is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.
   2. A “conviction" is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.
6. The College shall develop a drug-free awareness program which will inform College employees of the following:
   1. The dangers of drug abuse in the workplace;
   2. The College's policy of maintaining a drug-free workplace;
   3. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and
   4. The penalties that may be imposed for drug abuse violations occurring in the workplace.
7. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.
8. A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 shall be distributed to each employee of the College.

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Sauk Valley Community College is committed to providing and maintaining an environment for faculty, staff, and students that is drug-free, healthy, safe, and secure. To this purpose, and in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690) and the Illinois Drug Free Workplace Act of 1986 (PA 86-1459) the following exist to prevent the unlawful use of controlled substances and abuse of alcohol by students and employees:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.
2. Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.
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7. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.
8. A Notice to Employees complying with the provisions of the *Drug-Free Workplace Act of 1988* shall be distributed to each employee of the College.

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