

COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURE
DRUG-FREE WORKPLACE

SP 3-24

Effective: April 20, 1989
Revised: July 1, 1997
Retitled: September 14, 2000
Retitled: August 25, 2001

Reference:
Drug-free Workplace Act of 1988 and rules
Board Policy on Drug-Free Workplace, BP 3-24

APPROVED:

S/ Dorothy A. Horrell, System President

Application:

This procedure applies to all employees at state system community colleges and on the System central staff.

Definitions:

Controlled Substances: As defined in 21 USC, Sec. 812

Employees: All, including Classified, Exempt and Students employed under Perkins Loan, College Work-Study and Supplemental Educational Opportunity Grant programs

President: System and college presidents

Sanctions:

A federal agency may apply the following sanctions when an institution or organization receiving federal grants or contracting with a federal agency fails to comply with the provisions of the Drug-free Workplace Act of 1988;

- 1) Suspend payments under the contract or grant;
- 2) Suspend or terminate the contract or grant;
- 3) Debar or prohibit the institution or organization from receiving federal grants or contracting with the federal government for a period of up to five years.

Compliance:

Compliance with the Drug-free Workplace Act of 1988 requires an institution or organization which receives federal grants; or which allocates federal funds to individuals; or which contracts with a federal agency; to certify that it will provide a drug-free workplace and to obtain certification from individuals receiving funds that they are

not involved in drugs. Following the procedure outlined herein will accomplish the required certifications.

PROCEDURE

PUBLICATION OF POLICY: The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Employees who violate this prohibition may be subjected to disciplinary actions up to and including termination. A copy of the Controlled Substance list may be found in the Human Resources Office or at 21 USC §812.

DRUG-FREE AWARENESS PROGRAM: The president will establish a Drug-free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) available drug counseling, rehabilitation, and employee assistance programs; and
- 3) the penalties which may be imposed on employees for drug-abuse violations in the workplace.

DISTRIBUTION OF POLICY STATEMENT AND VERIFICATION: The president will require that each employee as defined in this procedure personally receive a copy of the Drug-free Workplace Policy Statement which is based on SBCCOE Policy BP 3-24 and that each employee sign an Employee Acknowledgment Form verifying receipt and acknowledging compliance as a condition of employment. In addition, each employee hired on or after July 1, 1989, will be required to sign the Employee Acknowledgment Form.

VIOLATIONS: Upon notification from the employee pursuant to the policy, or actual notification from any other source that an employee has been convicted of violating any criminal drug statute in the workplace, the president or designee shall take the following steps:

- 1) Within ten days of receipt of notice of the conviction, send notification of such to appropriate federal agency(ies); and
- 2) Within 30 days of receipt of notice of any relevant conviction, take appropriate personnel action pursuant to Section 4 of the Drug-free Workplace Act of 1988. Options are:
 - to impose penalties (corrective action under Board policy or State Personnel Rules up to and including termination); or
 - to require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by an appropriate federal, state, local, or other agency.

If the college receives notice that a classified employee has been convicted of violating a criminal drug statute in the workplace, a copy of the college's notification of such to appropriate federal agencies must be forwarded to the State Personnel Director.

CERTIFICATION TO FEDERAL AGENCIES:

Individual Recipients: Students who receive grants from federal funds are required to complete the certification form provided by the federal agency which is the funding source.

Institutional Certification—Campus-based programs: Institutions who receive funds allocated for the Perkins Loan, College Work-Study, and Supplemental Educational Opportunity Grant programs, must complete the annual Certification Regarding Drug-Free Workplace Requirements provided by the U.S. Department of Education.

ATTACHMENT:

Employee Acknowledgement Form, Drug-Free Policy Statement

EMPLOYEE ACKNOWLEDGMENT FORM
DRUG-FREE WORKPLACE POLICY STATEMENT

(Name of College/System)

I, THE UNDERSIGNED EMPLOYEE OF _____,
have received a copy of the Drug-Free Workplace Policy Statement; and

1. I agree to abide by the terms of the policy statement; and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (typed)

Employee Signature

Date