

## **DRUG-FREE WORKPLACE POLICY**

This policy applies to all College faculty, staff, and student employees and is in compliance with the requirements of the Drug-Free Workplace Act of 1988.

The College is committed to the development and maintenance of a drug-free environment in accordance with the Drug-Free Workplace Act. Accordingly, the College will not tolerate any unlawful activity such as the possession, use, manufacture, distribution, and/or dispensation, of a controlled substance on College-owned or controlled property.

### **A. Sanctions for Violation or Non-compliance**

Disciplinary charges and/or remedial action will be pursued consistent with existing contractual agreements. The nature and extent of these charges and/or action depend on a variety of factors, including the severity of any work rule violations, the pattern and frequency of observed substance-related problems, past work record, or any other consideration that may be considered relevant by the College. The supervisor and Director of Human Resources shall determine if there is a need for corrective and/or disciplinary action. Any disciplinary actions shall be consistent with the obligations of the College under any applicable collective bargaining agreements, including all due process requirements.

### **B. Compliance as a Condition of Employment**

Compliance with the provisions of this policy shall be a condition of employment at Dutchess Community College.

### **C. Employee Obligation for Notification of Conviction**

In compliance with federal law, any faculty member, staff member or student employee convicted of any criminal drug statute violation that occurred in or on the workplace premises is required to notify the College within five (5) calendar days following such conviction.

### **D. Employer Obligation for Notification**

The College is obligated to notify the appropriate federal contracting agency, within ten (10) days of receipt of notice, of an employee conviction as described in "C" above.

### **E. Maintenance of Drug-Free Workplace**

Good faith efforts on the part of DCC to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community as well as implementation and strict enforcement of this policy.