D.4.7.1.Ex (Exhibit) Notice of Drug-Free Workplace Requirements
Responsible Department: Human Resources
Based on Board Policy: D.4.7 - Drug and Alcohol-Free Workplace
Approved: 4-28-09
Last Amended: 11-10-16

DRUG-FREE WORKPLACE REQUIREMENTS

The College District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

The College District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the College District's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance abuse programs; and the penalties that may be imposed upon employees for drug abuse violations.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the College District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment in any federal grant. As a further condition of employment in any federal grant, an employee shall notify the College District (the employee's immediate supervisor or other administrator) of any criminal drug statute conviction occurring in the workplace no later than three calendar days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the College District shall notify the granting agency of the conviction.

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the College District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act 41 U.S.C. 702 and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2.]

Legal Reference - TACC Policy Reference Manual
DH(LEGAL) - Employee Standards of Conduct
DI(LEGAL) – Employee Welfare
DI(EXHIBIT) – Employee Welfare