



## ALCOHOL AND DRUG ABUSE PREVENTION POLICY

**Policy Number: 2.3007**

**Subject Area: General College Policies/Administration**

**Adopted: 04/23/2018**

**Revised: 04/23/2018**

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include the Drug Free Schools and Communities Act (Unified Statutes Code Title 20 Section 1011), Higher Education Opportunity Act of 2008, Section 107 Drug and Alcohol Abuse Prevention (Public Law 110-315), Drug Free Workplace Act (30 Illinois Compiled Statutes Chapter 580) and Title 34 of the Code of Federal Regulations - Education Department General Administrative Regulations (EDGAR) Part 86. Because of those statutes, the Board adopts the following policies:

- It is a condition of employment and a condition of participation as a student, that employees and students understand this policy and adhere to this policy. Failure to adhere to the policy may result in expulsion or termination of employment.
- It is the policy of the College to prohibit the unlawful manufacture, distribution, disposition, possession, or use of a controlled substance, including cannabis, in or on the premises owned or controlled by the College, or at any time while engaged in any college-sponsored activities. It is further the policy of the College to prohibit the use or possession of alcohol while on College property (whether owned or controlled) or at any time while engaged in any college-sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as "Prohibited Uses".
- The Vice President of Student Services should be contacted immediately if a student is suspected to be under the influence of drugs or alcohol.
- If an employee reports to work and is suspected to be under the influence of drugs or alcohol they may be subject to drug or alcohol testing. A refusal to submit to testing may be interpreted as a voluntary resignation. Human Resources should be contacted immediately if there is a suspicion that an employee is under the influence of drugs or alcohol.
- It is further a condition of employment that every employee notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College hereby certifies that it will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace.

Further, the College hereby certifies that within thirty (30) calendar days of receiving notice of an employee's drug conviction, the College will take appropriate personnel action against such an employee, up to and including termination or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency.

The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violations of rules that have previously occurred, but may be used as a mitigating circumstance to any disciplinary proceedings. Those with specific drug-free participation requirements must comply with program standards.

### Counseling and Treatment Programs

- A campus prevention program and process for referral to counseling resources.
- Awareness activities are held and educational materials are provided to students and employees at a minimum on an annual basis.
- College health, first aid, psychology, and other classes include instruction on the prevention and assistance for drug and alcohol abuse.

### Treatment

- Students and employees who need assistance for drug abuse will be referred to the Community Resource Centers for treatment.
  - o Carlyle Community Resource Center – phone contact 618.594.4581
  - o Centralia Community Resource Center - phone contact 618.533.1391
  - o Salem Community Resource Center – phone contact 618.548.2181
  - o Vandalia Community Resource Center – phone contact 618.283.4229

- Contact may be made with the Student Wellness Intervention and Facilitation Team (SWIFT), the Vice President of Student Services, or deans who will make expedient referrals.

#### Distribution of Program Information

- Program information will be distributed to students during each semester in student emails. Program information will also be available in the Academic Center for Excellence material racks.
- Program information will be distributed to employees during the fall semester via campus wide email from Human Resources.
- Program information will also be available in the Academic Center for Excellence material racks as well as the Human Resources Office.

#### For More Information

- Students should contact SWIFT or Vice President of Student Services
- Faculty members should contact the Vice President of Instructional Services or academic deans
- All other employees and staff members should contact the Director of Human Resources

#### Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol. The College has reference materials available to any person who is concerned about his or her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the Vice President of Student Services or the Academic Center of Excellence.

- Appendix A - Description of health risks associated with illicit drug use
- Appendix B – Treatment and education information

Students or employees who violate the policy prohibiting the use of alcohol or other drugs policy are subject to both the institutions sanctions and criminal sanctions provided by federal, state, and local law.

- Appendix C – Federal penalties for alcohol and illicit drug violations
- Appendix D - Illinois sanctions for violations of alcohol and illicit drug statutes

Violation of this policy by either a student or employee may lead to the termination of employment or expulsion of student and referral for prosecution.

#### Approval History:

Replaces Alcohol and Drug Abuse Prevention HS-6 and 2.75 Approved April 23, 2018