

Employee Handbook

Section:

11.23 Policy Against Drug and Alcohol Abuse

The College is firmly committed to a policy against the use of illegal drugs or alcohol. In keeping with this commitment, the College strictly prohibits the use, transfer, possession, distribution, sale or being under the influence of illegal drugs or alcohol while on duty (whether or not on College premises), while on the College's premises (whether or not on duty), or while operating a vehicle owned or leased by the College.

Legally prescribed medications and over-the-counter medications are excluded from this rule and permitted only to the extent that the use of such medication does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the College where alcohol is served. However, employees must remember their obligation to conduct themselves properly at all times while at College-sponsored functions or while representing the College.