

**Policy G-40****DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

Adoption Date: 09/17/90  
Review Date: 06/29/98

Prairie State College shall provide a drug-free workplace. Accordingly, the College shall prohibit the use, unlawful manufacture, distribution, or possession of controlled substances in its workplace in accordance with the Drug-Free Workplace Act of 1988. The College shall also prohibit the distribution, consumption, use, possession or being under the influence of alcohol while on College premises or while performing work for the College except during certain special events taking place on College property and properly approved in advance consistent with Policy C-14, Alcoholic Beverages on College Property, and approved by the College President. However, all College employees in attendance at such special events as a part of their assigned College duties, shall be prohibited from consumption, use, possession or being under the influence of alcohol.

Alleged violations of this policy shall be reported to the Campus and Public Safety Office, and a written report shall be forwarded to the College President or designee. A conference will be conducted to discuss an alleged violation(s) with the employee(s).

Prairie State College certifies that it will provide a drug-free and alcohol-free workplace by:

- A. Posting this policy in a place where other information for employees is posted;
- B. Publishing this policy and distributing a copy of it to all employees;
- C. Notifying each employee that as a condition of their employment they shall abide by the policy statement;
- D. Conducting periodic seminars/workshops for all employees to educate them about the dangers of drug/alcohol abuse in the workplace;
- E. Making a good-faith effort to continue to maintain a drug-free and alcohol-free workplace for the overall health and safety of its employees;
- F. Requiring employees to report any convictions of a state or federal criminal statutory drug offense occurring in the workplace within five (5) days of the event to the Human Resources Office;
- G. Reporting employee convictions to the appropriate federal grant agency within ten (10) days and issuing appropriate disciplinary action against such employee within thirty (30) days; and
- H. Making a good faith effort to continue to maintain a drug-free workplace for the overall health and safety of its employees.

As a condition of employment, each employee shall:

- A. Abide by this policy statement; and
- B. Notify his/her supervisor of his/her conviction under any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.

Violations of this policy may result in one or more of the following disciplinary actions:

- A. Mandatory participation in a drug/alcohol rehabilitation program approved by the College and state/local health board;
- B. Written reprimand; or
- C. Suspension or termination of employment.

The College shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.