



WASHINGTON COLLEGE POLICIES

DRUG FREE WORKPLACE POLICY

1. It is the policy of Washington College to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on College property or at College activities.
2. Violation of this policy is grounds for disciplinary action—up to and including immediate discharge for an employee. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.;). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The College is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or alcohol abuse assistance or rehabilitation program.
3. Employees of the College must notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The College is, in turn, required to inform the granting or contracting agency of such violation within ten days of the College’s receipt of notification.
4. To maintain a safe and drug-free environment, Washington College has established procedures to perform screenings for controlled substances and alcohol within areas or positions of employment that affect the public welfare or safety, or where such screenings are required by federal regulations, such as those developed by the Federal Highway Administration and Federal Aviation Administration and the United States Coast Guard. In addition, the Director of Human Resources may authorize screenings where there is reasonable suspicion of drug or alcohol use. Employees subject to testing for cause will receive a verbal and written explanation of the screening procedures at the time they are referred for drug screening.
5. The drug screening procedures shall identify specifically the positions and locations that will require testing, the conditions under which the screenings will be conducted, and the specific

plans for conducting the tests. Costs of all required screenings will be borne by the department requesting the drug screening.

6. A complete set of the drug screening procedures for employees in positions requiring random drug testing is available for those employees and their supervisors from the human resources office. The procedures discuss the types of screenings, when and how they are to be conducted, and the actions that will be taken by the College if the employee receives a confirmed positive alcohol or drug test.

REV 03/2014