

CAMDEN COUNTY COLLEGE

Board of Trustees Policy

Subject: Drug Free Workplace	Number: 341	Page 1	Of 2
	Date: January 8, 2019		
	Supersedes: February 28, 1995		
	Last Reviewed: January 8, 2019		

Purpose

Camden County College strives to maintain an alcohol/drug-free work place for all employees. Employees may take advantage of services for treatment and counseling related to substance abuse. Employees should contact our health insurance provider or our Benefits Administrator in HR regarding these services.

Scope

The unlawful manufacture, distribution, dispensing, possession, or use, of controlled substances, drug-related paraphernalia, and of alcohol pose a threat to the health and safety of all employees and is prohibited at Camden County College. Therefore, the College will not tolerate any employee possessing, using, manufacturing, distributing or being under the influence of controlled substances or alcohol while working or representing the College or at any time on any College property. Additionally, the abuse, improper use or impairing effect of any legal, non-prescription or prescription substances is not permitted during working hours or on college property. Any employee violating this policy is subject to immediate disciplinary action, up to and including termination.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's conduct or work performance causes a reasonable suspicion that the employee is impaired in some fashion due to current intoxication or use of a controlled substance, whether prescribed or not. Work-related incidents that result in either an injury or damage to college property can form the basis for reasonable suspicion and may require alcohol, drug and controlled substance testing. Refusal to submit to testing when requested is considered a violation of this policy, as referenced above.

All employees have an obligation to ensure that everyone adheres to this policy, and should immediately report any such activity since that could potentially cause injury or harm to themselves or others. Supervisors or Department Heads that observe behavior or receive information from others which may constitute reasonable suspicion shall immediately report such activity or suspicion to the HR Director or her/his designee. Supervisors and Department Heads are required to institute testing and do not have the option of sending the employee home as an alternative. Public Safety shall provide escort to and from the testing facility. At no point should such an employee be authorized to operate any vehicle.

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If an employee is convicted of a criminal offense or an offense relating to controlled substances, the employee must disclose that fact to the HR Director as soon as practicable. The information will not be used for, or released to anyone for non-governmental purposes

Authority

At the direction of the President, it is the responsibility of department heads to insure compliance with this College policy.