

PERSONNEL, NEBRASKA STATE COLLEGES

POLICY: 5006 Drug-Free Workplace

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BOARD POLICY

The Nebraska State College Board of Trustees recognizes and affirms its responsibility and commitment to maintain a drug-free workplace environment that is safe and provides appropriate motivation to ensure a creative and productive work force. In accordance with this responsibility and to ensure worker safety and workplace integrity, the Board prohibits the illegal manufacture, possession, distribution or use of controlled substances in the workplace by its employees or those who engage or seek to engage in business with the State College System.

The term "controlled substance" refers to a controlled substance as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

In an effort to bring about a drug-free workplace in the State College System and to assure employees of a workplace free from illegal drugs and their effect, the Board through its campus administrations will implement the following Drug-Free Workplace Policy.

SCOPE: Applicable to all State College employees.

POLICY: It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The Board, therefore, establishes a drug-free workplace policy for its employees.

PROCEDURE

1. All employees, including part-time student employees, and each new hire will receive a copy of this policy.
2. Each employee will receive a drug abuse awareness form which will state it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Each employee will sign and date this statement certifying that he or she:
 - A. Understands and will abide by the drug-free workplace policy;
 - B. Has knowledge of disciplinary actions which may be imposed for violations of the drug-free workplace policy.

The signed and dated statement will be forwarded to the employee's immediate supervisor who will forward it to the individual in charge of campus personnel records. The signed and dated statement will be permanently maintained in the employee's personnel file.

3. All current employees will receive drug abuse awareness training. New hires will receive the training within the first six months of date of hire. This training shall include:
 - A. A definition of drug abuse;
 - B. Information on specific drugs and the effects of drug abuse;
 - C. Dangers of drug abuse in the workplace;

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- D. Availability of counseling and treatment services; and
 - E. Disciplinary actions which may be imposed on employees for violations of this policy.
4. If an employee violates the drug free workplace policy, disciplinary action may be imposed according to established Board policy and procedures. Disciplinary action shall include one or more of the following action:
- A. Referral to an assistance program for evaluation and assessment to determine the appropriate treatment for rehabilitation; and/or
 - B. Participation in a drug rehabilitation program; and/or
 - C. Termination of employment.
5. If an employee is convicted of violating any criminal drug statute while in or on the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution at the employee's expense.
6. An employee is required to report within five days any criminal drug statute conviction occurring in the workplace to his or her immediate supervisor. The supervisor will immediately report such conviction to the President of the College or his or her designee.
7. If the employee is hired on federal contracts or grants, as a condition of employment, the College shall notify the Federal granting agency within ten (10) days after receiving notice of an employee's drug statute conviction.