

POLICY TITLE: DRUG FREE WORKPLACE

I. Purpose

Lansing Community College is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees, to promote productivity and to comply with the Drug-Free Workplace Act.

II. Scope

This policy applies to all employees (including student employees), contractors, and their employees, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, prescription drugs and over-the-counter medications.

III. Definitions

A "substance" includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter medications.

"Alcohol" means any beverage containing alcohol or any food product in which alcohol is a primary ingredient.

An "illegal drug" is any substance that is illegal to use, possess, sell, or transfer. This includes a "prescription drug" when its possession or use is not in compliance with the prescription. This also includes medical marijuana because it is illegal under Federal law.

"Drug paraphernalia" includes any items used or intended for use in making, packaging, concealing, injecting, inhaling, or otherwise consuming illegal drugs or inhalants.

A "prescription drug" is any substance prescribed for an individual by a licensed health care provider and in accordance with the prescription.

An "inhalant" is any substance that produces mind-altering effects when inhaled.

An "over-the-counter medication" is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.

You are "under the influence" if any substance:

1. impairs your behavior or your ability to work safely and productively; or
2. results in an impaired physical or mental condition that creates a risk to your own safety, the safety of others, or College property.

"College Premises" includes buildings, grounds, and parking lots owned, leased or otherwise utilized by LCC; LCC-provided and vehicles and other vehicles being used for LCC-sanctioned purposes.

IV. General

All individuals working on College premises are expected to report for work fit for duty and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of any substance covered by this policy.

Off-the-job and on-the-job involvement with any covered substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College's ability to serve our students, the safety of other employees, the well-being of our employees' families, and the ability to maintain a drug-free work environment. The College therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of any substance, as previously defined, and/or whose ability to work is impaired in any way by the consumption of any substance as previously defined. The College also has zero tolerance for those who use illegal drugs or consume inhalants on College premises. Accordingly, the following conduct and behaviors are strictly prohibited on College premises or in any situation with a nexus to LCC employment:

1. Use, possession, purchase, sale, dispensation, distribution or manufacture of any illegal drugs, as previously defined.
2. Use, possession, purchase, sale, dispensation or distribution of inhalants.
3. Use, possession, purchase, sale, dispensation or distribution of alcohol without prior authorization by the President or her/his designee, or being under the influence of alcohol.
4. Being under the influence of any illegal drug(s), inhalant(s), prescription drugs or over-the-counter medications, as previously defined.
5. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.

Employees who take over-the-counter medications or legally prescribed drugs while at work:

1. May use prescription drugs or over-the-counter medications only if they do not impair the ability to work safely.

2. Must follow applicable directions regarding use, including dosage limits and usage cautions.
3. Must keep these substances in their original containers or bring only a single-day supply to work.
4. May not use machinery while taking prescription drugs or over-the-counter medications that impair the ability to work safely. This includes operation of equipment and/or vehicles.

Compliance with this policy is a condition of employment.

As required by the Drug-Free Workplace Act, any employee found to be in violation of the above prohibition shall be subject to (1) mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge or dismissal, as determined by the College.

Furthermore, as a condition of continued employment, any employee who is convicted for a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance in the workplace shall notify the Executive Director of Human Resources of the conviction no later than five (5) days after such conviction. The Executive Director of Human Resources shall report the conviction as required by the Drug-Free Workplace Act. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above may be subject to (1) participation in a drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge.

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation, if desired, through referral to agencies offering such services. Interested employees should contact the Human Resources Office. All inquiries are confidential.

V. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.