

Drug Abuse Prevention and Drug-Free Workplace Procedure

Board of Trustees Policy:

It is the policy of Harford Community College to be drug-free in order to ensure a safe, healthy and productive work and learning environment. This policy applies to all employees, students and others under the control of or contracted by the College.

Procedure:

To support the College's objectives of providing a safe and healthy work environment, Harford Community College has developed the following:

I. DEFINITIONS

- A. "Dangerous substance" means: illegal drugs, including controlled substances as defined by federal law and controlled dangerous substances as defined by state law, look-alikes or designer drugs, unauthorized alcoholic beverages, drug paraphernalia, unauthorized prescription drugs, and any other perception-altering substance or the use of authorized prescription drugs inconsistent with prescribed use."
- B. "College premises" includes all College property, facilities, buildings, structures, automobiles, trucks and all other vehicles, whether owned, leased or used. This also includes all other work locations or transit to and from those locations while in the course and scope of College employment.
- C. "Unauthorized alcoholic beverages" means an alcoholic beverage consumed on College premises or College work time outside of a College authorized event. If the College authorizes attendance at an event on College premises or College work time that includes beer, wine, or similar alcoholic beverage for others, an employee may consume alcoholic beverages in a reasonable amount that does not impair conduct or behavior. Consumption of alcoholic beverages that results in a blood alcohol level above .08% always is unauthorized.
- D. "Test" is a screen of breath, urine or blood.

II. GENERAL PROCEDURE

- A. The manufacture, distribution, dispensation, possession or use of unauthorized alcoholic beverages or dangerous substances, and the misuse or abuse of drugs or alcohol, are prohibited in the College's workplace. Employees are prohibited from being under the influence of alcohol or a dangerous substance while at work, or having a dangerous substance present in their bodies while at work. If

an employee violates this procedure, he or she will be subject to discipline, up to and including termination.

- B. Employees are required, upon request, to submit to a test for dangerous substances as a condition of continued employment with the College. The College may conduct a test for dangerous substances and alcohol:
 - 1. Post-accident: If an employee is in an accident that causes personal injury, injury to another or property damage.
 - 2. Reasonable Cause: If the College reasonably believes that the employee is under the influence of alcohol or a dangerous substance or has them present in the body.
- C. Employees who use legally prescribed drugs or over-the-counter medication that may or could impair the ability to perform an essential function of the job, or pose a direct threat to the employee or to others, are expected to report this information to a supervisor who will then report it to Human Resources. The College will make reasonable accommodations to the known disabilities of employees where such accommodations do not create an undue hardship. The College reserves the right to require medical documentation regarding the need for such accommodation.
- D. Any adulteration, dilution, substitution, or other tampering with a test sample is a violation of this Procedure and is grounds for discipline, up to and including termination.
- E. Nothing in this Procedure shall be construed as inconsistent with the College's responsibility for compliance with Federal, State and local laws regarding fair employment practices.

III. TESTING PROCEDURES

An employee referred for drug or alcohol testing under this Procedure will be provided with transportation to the College's occupational health vendor.

In accordance with Maryland and federal law, it is the College's Procedure:

- A. To use only properly certified laboratories for its job-related drug testing;
- B. To, at the time of testing, inform the person tested, at the person's request, of the address of the laboratory that will test the sample;
- C. To provide any person who has tested positive, and whose test results have been confirmed, with the following information within 30 days of the date

that the test was performed:

1. A copy of the laboratory test including the test results;
2. A copy of this Procedure on the use or abuse of controlled dangerous substances;
3. If applicable, written notice of the College's intent to take disciplinary action, terminate employment, or change the conditions of continued employment; and
4. A statement that the person may have the same sample retested for independent verification at the person's expense and at a properly certified laboratory. To satisfy this obligation, the person may be given a copy of the Maryland law on job-related alcohol and controlled dangerous substances testing.

IV. DISCIPLINE PROCEDURES

Violation of this Procedure is a major offense subjecting the employee to suspension pending investigation. Depending upon the results of an investigation the employee may be subject to termination of employment. In the College's sole discretion, depending upon individual circumstances and the nature of the violation of this Procedure, an employee may be offered rehabilitation subject to a last chance agreement.

- A. An employee tested under this Procedure because the College reasonably believes that the employee is in violation of this Procedure will not be allowed to work until the result is received and verified as negative. If the result is negative, the employee will be paid for all regular hours of lost time from work.
- B. The College will name a Designated Employer Representative to make immediate decisions called for under this Procedure.

C. Legal Sanctions

In addition to college sanctions, Maryland and Federal law allow for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a number of additional factors.

No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Maryland. Any person who provides alcohol to a minor is subject to fines.

Employees are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a violation of a criminal drug statute occurring in the workplace or during the performance of work-related duties or activities.

V. Health Risks

The College takes the health and wellbeing of all employees very seriously. The impact of drug and alcohol use and dependence can be far-reaching, affecting almost every organ in the human body. Examples include, but are not limited to, the following physical issues:

- Weak immune system, increasing susceptibility to infections.
- Cause cardiovascular conditions ranging from abnormal heart rate to heart attacks.
- Cause nausea, vomiting and abdominal pain.
- Cause the liver damage.
- Cause seizures, stroke and widespread brain damage.
- Cause problems with memory, attention and decision-making, including sustained mental confusion and permanent brain damage.

In addition to physical issues, drug and alcohol abuse can also result in behavioral problems, including but not limited to the following:

- Paranoia
- Aggressiveness
- Hallucinations
- Addiction
- Impaired Judgment
- Impulsiveness
- Loss of Self-Control

V. Treatment, Counseling and Rehabilitation

In addition to the College's Employee Assistance Program (EAP), which is available to all employees struggling with substance abuse issues, there are numerous resources available within the county. Some those resources are listed below:

- Alcoholics Anonymous: 410-272-4150
- Narcotics Anonymous: 800-317-3222
- Heroin 24 Help Line: 866-925-4033
- Health Department: 410-877-2340
- Phoenix Recovery Center: 410-671-7374

