

PHILLIPS COMMUNITY COLLEGE
BOARD POLICY

Policy: 262

Subject: Drug Free Workplace Act of 1988

Date Adopted: 9/88

Reviewed: 7/19

The Drug Free Workplace Act of 1988 requires institutions of higher education receiving federal contracts and grants of \$25,000 or more awarded on or after March 18, 1989, or significantly amended on or after a said date, to comply with the certification requirements of the Drug Free Workplace Act of 1988, and to apply the restrictions of the Act to all state agencies, regardless of whether they receive federal contracts or grants.

The Governor's Proclamation states,

"It is in the best interest of the people of the state of Arkansas that the standards established by the Drug Free Workplace Act of 1988 be applied to all agencies of the state regardless of whether the agency receives federal contracts or grants. Drug abuse and use of the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees and the public at large and may cause damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

Each employee is required by law to inform the agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. State agencies which receive federal contracts or grants must notify the U.S. government agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.

If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination."

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 262.01

Subject: Drug Free Workplace

Applicable Board Policy: 262

Date Adopted: 2/04

Reviewed: 7/19

PCCUA policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

PCCUA strives to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol. Employees may not consume alcoholic beverages or take illegal drugs on college premises. Employees may not report to work under the influence of drugs or alcohol or participate in such activities during the workday.

NOTE: Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribed.