

General Policy - Drug-Free Workplace

Philosophy:

Bismarck State College has a genuine caring concern for the community in which it lives and for its people. For this reason, the college is committed to maintaining an academic and social environment conducive to the intellectual and personal development and to the safety and welfare of all members of the college community.

Bismarck State College recognizes the serious problems created by the use and abuse of alcohol and drugs. In response to this awareness, BSC has an alcohol and drug prevention program and is committed to:

1. Establishing and enforcing clear policies and regulations regarding the use of alcohol and drugs.
2. Educating employees about the dangers and health risks associated with the use of alcohol and drugs.
3. Conducting programming each year to provide activities, workshops, and events promoting a healthy lifestyle and environment.
4. Providing resources through counseling and referral services for employees.

Policy:

It is the policy of Bismarck State College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited.

Enforcement:

Any employee who violates this policy is subject to discipline up to and including termination.

Terms and Conditions:

1. Bismarck State College does not differentiate between drug users and drug sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures or uses a controlled substance while on the job or at a site at which the College's work is performed will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. paragraph 812. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP and crack.

3. Each employee is required to abide by this policy as a condition of employment and is further required to inform his or her supervisor within five days following any conviction for violation of any federal or state criminal drug statute where such violation occurred in the College's workplace.
4. A conviction means a finding of guilt (including a plea of guilty or of nolo contendere) or the imposition of a sentence by a judge or jury.
5. Bismarck State College is required to notify the U.S. government within ten days of receiving notice of a conviction. Therefore all supervisors must notify the President of the College within 24 hours of receipt of notice from an employee of a conviction.

Referral Services:

Employees may avail themselves of the referral services provided by the Employee Assistance Program. For further information on the EAP, contact the Human Resources Office in the Office Annex.

Hotline:

The National Drug Abuse Hotline is (1-800-662-HELP).

Treatment:

Full-time employees will be allowed up to six weeks leave from work for treatment of drug and/or alcohol abuse.

Reference:

Public Law 101-226

History of This Policy:

First policy draft November 30, 1989.

Revised - April 30, 1990; August 6, 1997; April 17, 1998, March 24, 2003, March 7, 2005.