

Central Texas College District  
Human Resource Management Operating  
Policies and Procedures Manual

Policy No. 225: Drug Free Workplace  
(Same as Policy No:120 in the Safety Policies & Procedures Manual)

**I. PURPOSE**

To ensure that the workplace is free from illegal use, possession or distribution of controlled substances, dangerous drugs or alcohol by employees. This policy prohibits the illegal possession, misuse, abuse, and distribution of illegal drugs, prescription drugs and alcohol.

**II. SCOPE**

This policy applies to all CTCD employees, students and visitors at all locations.

**III. DEFINITION**

Controlled substances or dangerous drugs as defined by the state and federal law, and includes but is not limited to all illegal drugs, or prescribed drug misuse.

**IV. POLICY**

- A. CTCD provides a drug-free workplace. CTCD actively works to prevent the illicit use and abuse of drugs and alcohol by students and employees.
- B. In recognition of the problems associated with substance and alcohol abuse, CTCD has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse, but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.
  - 1. CTCD prohibits manufacturing, possessing, having under control, selling, transmitting, using or being party thereto any alcohol<sup>1</sup>, illegal drug, controlled substance, or drug paraphernalia on college premises, or in college vehicles, at other CTCD job sites, or at college sponsored activities.

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<sup>1</sup> Except when specifically allowed by the Chancellor or Board of Trustees of the Central Texas College District

2. CTCD faculty, staff and students are expected to abide by local, state and federal laws pertaining to controlled substances, illegal drugs and alcoholic beverages.
  3. Any employee in violation of this policy may be subject to disciplinary action up to and including termination or expulsion for the first offense.
  4. Physical and mental health risks are associated with abuse of controlled substances. CTCD is committed to providing comprehensive drug and alcohol education and prevention programs as well as early intervention and referral services. In support of this commitment, CTCD has established the Substance Abuse Resource Center on Central Campus to provide information and assistance to CTCD faculty, staff, and students. Through this program, CTCD provides educational support programs which will assist in the prevention of alcohol and substance abuse.
  5. It is important for all members of the college community to take responsibility for preventing substance and alcohol abuse. Supervisory training is available to assist in identifying and addressing illegal drug use and alcohol abuse by employees.
- C. Drug and/or alcohol testing may be required by urinalysis, blood test, breathalyzer or any other screening device as allowed by law and designated and paid for by CTCD. In the following circumstances, testing will be conducted:
1. Pre-employment and random testing of personnel in safety sensitive positions including but not limited to police personnel;
  2. Testing of an employee when the employee's supervisor or CTCD administrative officer reasonably suspects that the employee's work performance or on-the-job behavior is, or may be affected in any way, due to use of a drug or alcohol, or that the employee has otherwise violated the Drug Free Workplace policy; or
  3. Testing of an employee following an accident or unsafe practice that occurred during the course and scope of the employee's employment with CTCD and under circumstances that create a reasonable suspicion that the employee may have been impaired by, or under the influence of, drugs or alcohol at the time of the accident.

## **V. EMPLOYEE TESTING**

- A. Employees in safety sensitive positions who are required to take a drug

and/or alcohol test must take the test at the CTCD designated location (s) and must comply within the established timeframe. Refusal to take a drug or alcohol test or failure to take the test under the parameters set forth in this policy will be grounds for termination. The failure to appear for unannounced testing within two (2) hours of notification constitutes refusal to submit to a test. Employees who test positive for alcohol or controlled substances may be subject to termination.

All information from drug and alcohol testing will be confidential to the extent required by law.

- B. Should any employee be convicted of violating a criminal drug statute he or she must notify the Director, Human Resource Management within five calendar days of the conviction (including pleas of guilty and nolo contendere). Employees who have been approved to drive on behalf of CTCD must notify the Director, Human Resource Management of any driver's license or driving related convictions. Failure to do so can subject the employee to disciplinary action, up to and including termination of employment. For employees performing under a federal contract, CTCD must then notify the responsible federal contracting officer of the conviction within ten days.
- C. CTCD, at its discretion, may offer participation in an approved rehabilitation or drug abuse assistance program. If such help is offered and accepted, Human Resource Management must determine that the employee satisfactorily took part in and completed the program to continue employment.
- D. Employees are asked to acknowledge that they have been informed of the above policy during initial in-processing for new hires. By law, this acknowledgment and agreement are required of employees as a condition of continued employment. Annual communication will be distributed to current employees to ensure employees abide by this policy in all respects.
- E. Employees are encouraged to refer any questions on this policy to their supervisors or to Human Resource Management.