

**Northwest Technical College**  
**Drug Policy Review for the Biennium 2009-2011**  
**July 2009**

The Executive Team of Northwest Technical College conducted its biennial review of the College's Drug-Free Environment Policy July 28, 2009. This review is conducted in compliance with regulations. As a result of its review, the following revisions were made to the Policy 1060-1-01 Drug-Free Environment:

Rather than providing a partial list of potential sanctions, we decided to remove references to specific sanctions and expectations for actions in the event of violations and refer individuals to their particular employee agreement (with links to the online agreements included in the policy. As these agreements are the deciding authority in such situations, having specific references to possible sanctions in the policy was inappropriate and possibly misleading. We included the MnSCU Employee Code of Conduct language with link, and State of Minnesota link to Minnesota Management and Budget office document detailing the state's policy for drug and alcohol governing state employees.

**Analysis of situation:**

There were no college-related violations or referrals reported since the previous biennial review of this policy (either learners or employees). Learners participated in the Boynton Student Health Survey, which included questions regarding their behaviors and attitudes toward drug and alcohol use. A representative from Boynton Health Services at the University of Minnesota (the survey sponsors) came to NTC to review the results with faculty and staff. Our results showed that our learners exhibited similar attitudes and behaviors as was exhibited by the average college students (those attending other MnSCU colleges and universities) taking the survey. The overall analysis of the Team was that the policies and processes in place at NTC have been effective and that no further changes are in order at this time.

**Process for informing learners and employees about this policy:**

**Employees:** In August, employees are given a copy of the Drug-Free Environment policy at the pre-service workshop and are reminded to review the information in the Campus Handbook relative to the effects of drug and alcohol abuse, as well as detailed information on the legal implications of violating drug and alcohol laws. At the beginning of each semester, a reminder announcement is sent via email by the Dean to faculty and staff reminding them of the Drug-Free Environment policy, among others, which includes a reminder that the Employee Assistance Program is available to all employees who might need assistance dealing with drug and alcohol issues. New employees are informed of this policy by the Dean of Academic and Co-Curricular Affairs during Orientation. The policy is posted on the College website, printed in the Campus Handbook, and posted on the plasma screens in the hallways.

**Learners:** At the beginning of each semester, a reminder of the Drug-Free Environment policy is sent to all learners in a Learner E-Bulletin, which is individually emailed to each learner. Email is the official form of communication at NTC. The email also refers them to the Campus Handbook for information on the dangers of drug and alcohol abuse, information on consequences for violating drug and alcohol laws and for the Learner Code of Conduct which spells out sanctions for violating the college Code of Conduct. It also includes information on drug abuse resources for assistance. The policy is posted on the College website, printed in the Campus Handbook, and posted on the plasma screens in the hallways.

To help educate learners regarding the dangers of drug and alcohol abuse and available services, the college cooperates with the Bemidji State University Health Services. Special programming provided by the BSU Health Services is announced in the eBulletin and on the plasma screen.

**Policy:**

The revised policy is attached, and it is also available on the college's website under About NTC, Policies.  
[http://www.ntcmn.edu/about/policies/1000\\_administrative/1060-1-01\\_Drugfree\\_Environment.pdf](http://www.ntcmn.edu/about/policies/1000_administrative/1060-1-01_Drugfree_Environment.pdf)

**DIN:** 1060-1-01  
**Policy Name:** Drug-Free Environment

**Policy**

Northwest Technical College is committed to providing an environment free of alcohol and illegal drugs for its learners, employees, and visitors. The College prohibits the unlawful manufacture, possession, use, or distribution of controlled substances, including alcohol and illegal drugs, by learners and employees on its property, in college- or state-owned vehicles or vehicles rented on behalf of Northwest Technical College, or as part of any college-sponsored activities. Any person who appears to be under the influence of drugs or alcohol on college premises or at any college-sponsored activities may be asked to leave. Law enforcement or security personnel will be involved as necessary.

NTC employees are subject to the MnSCU Code of Conduct Policy 1C and its companion [procedure 1C.0.1](#) for MnSCU employees, in which Subpart 1 states: “Employees are expected to perform their jobs efficiently, safely and in a professional business-like manner. An employee’s ability to perform effectively may be hampered by alcohol or other drug use, and under state policy employees may not report to work under the influence, or operate machinery, vehicles or equipment while under the influence. Recognizing that alcoholism and other drug dependencies are a significant societal and personal problem, the state’s employee assistance program is available to assist system employees who may have an alcohol or drug abuse problem. The state's policy on work-related substance abuse is non-discriminatory in intent and application. However, in accordance with Minnesota Statutes chapter 363A, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of the job or creates a direct threat to property or the safety of individuals.” Additionally, MnSCU policy 5.18 governs [Alcoholic Beverages and Controlled Substances on Campus](#) (see its companion [procedure](#)).

In addition, as employees of the State of Minnesota, employees must comply with the regulations of the [Minnesota Management and Budget \(MMB\)](#) policy regarding alcohol and other drug use, including unlawful drug use or abuse, in the workplace.

The College may impose disciplinary sanctions on employee violators consistent with [negotiated agreements and/or plans](#). Sanctions on learner employees, including suspension and termination, shall be in accordance with college administrative regulations and procedures. Sanctions on learners shall be consistent with the Learner Code of Conduct.

Employees with concerns about drug and/or alcohol use are encouraged to use the College’s [Employee Assistance Program](#).

Purpose

To provide a drug- and alcohol-free environment.

**Responsibility**

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President or designee	Ensure that college personnel and learners know of this policy. Enforce policy by imposing disciplinary sanctions.
Deans	Provide a copy of the Drug-Free Environment policy (1060-1-01) to faculty and staff annually. Secure prior approval from the President for any exceptions regarding the serving of alcoholic beverages at college-sponsored functions.
Human Resources	Review Drug-Free Environment policy with new employees (included on new employee orientation checklist).

Counselors	Ensure that Campus Handbook includes information on drug-free environment policy, including information on laws, consequences for abuse, and resources for help/assistance with drug or alcohol issues. Inform incoming learners through eBulletin, plasma screen announcements, and/or announcements at orientation sessions of the Drug-Free Environment policy and of the information in the Campus Handbook.
All college employees, including learner employees	Abide by the terms of this policy. Notify immediate supervisor of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. Report violators to the Deans.

**Supporting References**

Listed below are college document(s) that support this policy:

[Employee Agreements](#) (MSCF, AFSCME, MMA, etc)

[Employee Assistance Program \(EAP\)](#)

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

“Drug-Free Workplace Act of 1988. In accordance with the requirements of the Drug-Free Workplace Act of 1988, the College is required to certify that it will provide a drug-free workplace through implementation of the requirements of the Act.

[MnSCU Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#)

[MnSCU Employee Code of Conduct 1.C.01](#)

[Minnesota Management and Budget drug and alcohol policy](#) governing state employees