

**Northwest Technical College Review of Drug-Free Environment policy  
per Drug-Free Workplace Act of 1988  
Policy Management Team  
February 14, 2007**

The Policy Manager Team reviewed NTC's policy, 1060-1-01 Drug-Free Environment, in depth. Implementation of this policy has been effective as incidents of alcohol abuse have been rarely reported. The group discussed the wording of the policy and determined that some clarifications were needed.

As a result of discussion, the following revisions were made:

- Switched order of paragraphs for a more logical progression.
- Separated learners from employees in "sanction" paragraph, replaced existing language with "learner will be subject to campus code of conduct" as this describes the consequences and steps.
- Moved "in accord with negotiated agreements" to the paragraph on employee (faculty/staff) violators.
- Added statement on asking people under the influence to leave campus to first paragraph
- Added statement encouraging faculty and staff to utilize the Employee Assistance Program.

We discussed whether we need to reflect MnSCU policy 5.18, enabling presidents to offer alcohol at specific hosted events at the college, in our policy. We determined that a statement to that effect would be better placed in a policy regarding events (that we host or an outside group hosts). Lisa Bruns, Director of External Relations, will draft up a room use policy and process for hosting events on campus.

Because of the many revisions, we decided to repost this policy in accordance with our normal posting process. Upon the completion of the posting period, the revisions were made to the policy and it was posted on the college internet. At the time the revised policy was posted, an announcement to faculty and staff noting the policy revisions was disseminated via email and announced at a faculty/staff meeting and was posted on the plasma screens. A reminder of this policy was sent to all learners in a Learner E-Bulletin. New employees are informed of this policy by the Dean of Academic and Co-Curricular Affairs during Orientation (see Employee Orientation Checklist attached).

The revised policy is attached, and is also available on the college's website under About NTC, Policies. [http://www.ntcmn.edu/about/policies/1000\\_administrative/1060-1-01\\_Drug-free\\_Environment.pdf](http://www.ntcmn.edu/about/policies/1000_administrative/1060-1-01_Drug-free_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 as part of any of its activities. Any person who appears to be under the influence of drugs or alcohol on college premises or at any of its activities may be asked to leave. Law enforcement or security personnel will be involved as necessary.

Any employee who violates the terms of this policy shall be subject to existing negotiated agreements. Violators will be expected to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the College. If the employee fails to satisfactorily participate in such program or continues to violate the terms of this policy, the employee shall be non-renewed or his/her employment may be suspended or terminated, at the discretion of the College. Employees with concerns about drug and/or alcohol use are encouraged to use the College's Employee Assistance Program.

The College shall impose disciplinary sanctions on employee violators consistent with local, state, and federal law, and negotiated agreements, up to and including expulsion or termination.

Sanctions on learner employees, including non-renewal, 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.

**Purpose**

To provide a drug- and alcohol-free environment.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Provost	Ensure that college personnel and learners know of this policy. Enforce policy by imposing disciplinary sanctions. Secure prior approval from the President for any exceptions regarding the serving of alcoholic beverages at college functions.
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 Provost or Dean.
All learners	Abide by the terms of this policy. Report violators to the Provost or Dean.

**Supporting References**

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

**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](#)



## Employee Orientation Checklist

Name:	Title:	Work Area/Division:
Target Completion Date (within 21 days from hire date):		

After completing the orientation with each person indicated, return this form to your supervisor. These briefings can occur in any order subsequent to the Human Resources briefing, which will occur upon hire.

HUMAN RESOURCES (Terri Davis, BSU, 755-3966) INITIALS

1. Employee Benefits
2. Employee Assistance Program
3. Contract/Payroll Information
4. Non-contract days, personal leave days, sick leave, etc.
5. Payroll Program Contact
6. Signature of contract
7. Form Orientation

DEAN OF ACADEMIC/CO-CURR AFFAIRS or SUPERVISOR INITIALS

1. Campus Tour
  2. Office Assignment
  3. Staff Introduction/Union Representative
  4. Accident Reporting/Emergency Procedures/Lock-Down Procedure
  5. Employee Policy Review: Workplace Violence, Sexual Harassment, Drug-Free Environment, Tobacco-Free Environment, Non-Discrimination, Fraudulent or Other Dishonest Acts
  6. College Catalog and Campus Handbook
  7. College Calendar/Course Schedules
  8. Copy of applicable contact
  9. Academic Form Orientation
- \*The following items are for faculty only:
10. Faculty Credentialing
  11. Advising/Advising Handbook
  12. Professional Development Plan
  13. Academic calendar/duty days (including activity days/in-service)

ENROLLMENT SERVICES (faculty only)

REGISTRAR INITIALS

1. Confidentiality/Records Law/Data Privacy
2. Web Registration/Learner Orientation Procedures
3. Online grading/learner record access
4. Learner Form Orientation

FINANCIAL AID COORDINATOR INITIALS

1. Financial Aid/Work Study/Veteran's Benefits/Tuition

ENROLLMENT DIVERSITY COORDINATOR INITIALS

1. Recruitment/marketing processes

MULTICULTURAL ADVISOR INITIALS

1. Multicultural services for learners

DIVISION CHAIR (faculty only) INITIALS

1. Course Outlines/Syllabus/Teaching and learning quality expectations
2. Assessment: Program Outcomes, General Learning Outcomes, Program Improvement Plan/Report, Program Vitality and Effectiveness Review
3. Safety Issues Related to Department
4. Departmental Policies
5. Orientation to D2L
6. ITV—Scheduling/Policies/Teaching Procedures (if applicable)
7. Department/Division Meetings
8. Course Scheduling Process
9. Accreditation Standards
10. Program Supplies/Facilities
11. Placement/Graduate Follow-up

BUSINESS MANAGER INITIALS

1. Purchasing Procedures, if applicable
2. Form Orientation
3. Budgets (includes codes)
4. Business Office Procedures (travel reimbursement)
5. Parking
6. Codes: long distance, copy machine

BOOKSTORE MANAGER INITIALS

1. General Operating Guidelines
2. Issuance of Supplies
3. Textbook Ordering Procedures (faculty only)

UNION REPRESENTATIVE INITIALS

1. General Union Information
2. Contract
3. Dues/Fairshare
4. Salary Schedule Advancement
5. Form Orientation

MEDIA SPECIALIST (LIBRARY)

INITIALS

1. Library Orientation
2. ITV Operating Procedures
3. Multi-media/Equipment Usage
4. Copyright Laws

COUNSELOR

INITIALS

1. REACH Team
2. Counselor Referrals

TECHNOLOGY SERVICES

INITIALS

1. Computer/printer
2. E-mail Account
3. D2L account
4. Public employee – Private data
5. Telephone orientation
6. Projector orientation
7. Copier / Fax
8. Web site directory

LEARNING SERVICES COORDINATOR

INITIALS

1. Purposes/Services of Learning Enrichment Center
2. Rights of Learners with Disabilities/Policies/Procedures
3. Form Orientation

BUILDING SUPERVISOR

INITIALS

1. Right to Know / MSDS pertinent to position
2. Campus Safety
3. Keys/Campus Access
4. Form Orientation

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

INITIALS

1. Commitment to Quality/AQIP
2. Surveys
3. Master Academic Plan/Action Planning teams and Processes
4. Form orientation

PROVOST

INITIALS

1. College Mission and Vision, Goals
2. MnSCU, Office of the Chancellor Strategic Directions