

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:

Group/Individual	Responsibility
President	Ensure that college personnel and learners know of this policy. Enforce policy by imposing disciplinary sanctions.
Dean	Provides a copy of the Drug-Free Environment policy (1060-1-01) to faculty and staff during convocation prior to the start of fall semester. Secure prior approval from the President for any exceptions regarding the serving of alcoholic beverages at college functions.
Human Resources	Reviews Drug-Free Environment policy with new employees (included on new employee orientation checklist).

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Approved: President Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	X

Counselor	Ensures 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. Informs 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 Dean.
All learners	Abide by the terms of this policy. Report violators to the Dean.

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](#)

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