

PANOLA COLLEGE

Drug and Alcohol Abuse and Rehabilitation Programs Policy

General:

Panola College is fully committed to providing its employees a drug and alcohol free workplace. The procedures contained herein will assist administrative units in complying with Board Policy DHB (LOCAL) and DH (LEGAL).

This Policy addresses:

- 1) alcohol use and abuse;
- 2) the illegal use and sale, or possession of drugs; and
- 3) the misuse of drugs including over-the-counter and prescription drugs.

Prohibition and Consequences:

Panola College prohibits the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants, or controlled substances, at any time and in any amount or in any manner. Illicit drugs include all drugs for which possession is illegal under federal or state law, including prescription drugs for which the individual does not have a valid prescription.

The purchase, consumption and possession of alcoholic beverages in facilities under the control of Panola College shall in all respects comply with state law and with guidelines as defined in Board Policy DHB (LOCAL) and DH (LEGAL).

Failure to comply with this Policy may result in disciplinary action, up to and including termination. An employee who violates any of the drug laws will be reported to the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state and federal laws may include, but not be limited to: fines, probation, jail or prison sentences.

If an employee is found to be in violation of this Policy and is not terminated, the employee may be permitted to return to work if:

- The employee successfully completes a program evaluation and, if required, completes a treatment program. The employee must bear any cost above and beyond what their health plan does not pay.
- The employee signs an agreement, which includes a requirement for unannounced follow-up testing for a period not to exceed two years and up to 60 months for positions that are DOT, regulated.

- If the employee tests positive or refuses to submit to testing during this required period, the employee will be terminated.

Responsibility:

It is the responsibility of each employee to report suspected violations of this Policy to their immediate supervisor or to the Human Resources Office. Employees are to report to their supervisors any use of a prescribed or over-the-counter medication that could adversely affect their job performance. This medical information will be kept confidential and shared only with personnel on a need-to-know basis. Those employees working in safety or security sensitive positions may be transferred or placed on leave in accordance with leave provisions for as long as the medication adversely affects the employee. In the event that an employee is convicted of a criminal drug offense, the employee must report it to their supervisor within five days of the conviction.

Drug and Alcohol Testing:

All Panola College employees are subject to reasonable suspicion testing for drugs and/or alcohol whenever the President, upon recommendation from the Office of Human Resources, has reason to believe that any employee may have used drugs or alcohol in violation of this Policy. Advice from the college's legal counsel may be secured before testing is done except under DOT requirements.

Testing will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. In addition, a job-related accident or near-accident involving human error may trigger a reasonable suspicion request.

In the event there is a reasonable suspicion, the supervisor will make arrangements to take the employee home. If the employee refuses transportation, the employee's refusal will be documented.

Employee under provisions of Department of Transportation (DOT) Regulations:

This rule also describes the requirements of the U.S. Department of Transportation's mandatory drug and alcohol-testing program for covered drivers, and the consequences of violating Panola College Policy and/or failing a DOT-required drug and/or alcohol test. Any employee that is required to have a commercial driver's license who becomes ineligible to drive because of a positive drug or alcohol test will be considered in violation of this Policy. Any employee in violation may be subject to discipline, up to and including termination, in addition to an independent sanction imposed by the DOT rules. Any applicant who is required to have a CDL as a condition of employment will be required to have a pre-employment drug test. Should the test return positive, no offer of employment will be made. Any questions regarding specifics should be directed to the Office of Human Resources.

Designated positions are subject to the U.S. Department of Transportation (DOT) regulations governing workplace substance abuse. Employees covered by U.S. Department of Transportation regulations must comply with:

1. Employees who are required to have a commercial driver's license must comply with Federal Highway Administration and Department of Transportation regulations and will be tested 1) pre-employment, 2) post-accident, 3) reasonable suspicion 4) random and 5) return-to-duty and follow up. The Office of Human Resources will make arrangements for such testing to be done at a certified laboratory.
2. Employees who are required to have a commercial driver's license will be maintained in a database so they can be tested randomly. The Office of Human Resources will be responsible for notifying the employee's supervisor and the supervisor will be responsible for assuring the employee goes to the designated laboratory. Records will be maintained in the human resource office of the tests done each year.
3. If an employee tests positively, the supervisor will be notified by the Office of Human Resources and discussions will ensue to determine the best plan of action.
 - the employee will be removed immediately from the safety sensitive functions
 - the employee will be referred to a substance abuse professional and/or
 - disciplinary action will be taken up to immediate termination

Any refusal to cooperate will result in termination. If an employee enters into a substance abuse program, the Office of Human Resources will closely monitor their progress and will require drug screens on a more regular basis up to 12 months after the positive incident.

Distribution of Information:

Required information and material as outlined in Board Policy DH (LEGAL), is distributed to all new employees through in-processing, new employee orientation and annually to all employees.