

## Drug Free Workplace

The College has taken steps to combat the dangers posed by substance abuse. The College contracts with an Employee Assistance Program to provide assessment, referral services, and short-term counseling. All employees, their spouses or domestic partners, and dependent children can utilize the EAP by calling The Wellness Corporation at 1-800-828-6025 (twenty four hour phone coverage). There is no cost to employees for this service and all contacts with The Wellness Corporation are strictly confidential. If the individual has a long-term problem, he or she will be referred to another care provider who may be covered by health insurance.

Other resources that may be available to you include the state's group health insurance providers who have handbooks outlining benefits available to enrolled state employees and their families. The Governor's Alliance Against Drugs provides drug and alcohol education materials. The College also offers campus-wide drug and alcohol education programs on a periodic basis.

In a further effort to safeguard its employees, College policy calls for disciplinary actions, up to and including discharge, in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace.

In addition, all employees are required to notify this office in writing of any conviction for a violation of a statute occurring in the workplace no later than five calendar days after such a conviction. Within thirty calendar days after receiving such notification, the College must take appropriate personnel action. This may include requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.