

Drug-Free Workplace Act of 1988 Compliance

It has been mandated by the Federal Government in the Drug-Free Workplace Act of 1988 that an agency receiving \$25,000 or more in federal contracts or receiving federal grants of any amount will establish a drug education and awareness program in an effort to maintain a drug-free workplace.

Southwestern Community College has adopted a drug-free workplace policy, which is part of the College's Policies and Procedures Manual.

This act also requires that employees agree to abide by the organization's drug-free workplace standards and notify the employer of any conviction or guilty plea for a drug violation that occurs in the workplace.

Please read and sign the policy statement on the reverse side of this memo and return it to the Office of Human Resources within one week.

Cecil L. Groves, President
SOUTHWESTERN COMMUNITY COLLEGE

Southwestern Community College Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, Southwestern Community College has adopted the following policy:

POLICY

The following is excerpted from the Southwestern Community College Policies and Procedures Manual.

“Southwestern Community College is committed to providing each of its employees a drug-free workplace. The College will notify each employee that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at this College and that the penalties and disciplinary measures for such are covered in the Southwestern Community College Policies and Procedures Manual.”

Any such person violating this policy will be disciplined according to the Southwestern Community College Policies and Procedures Manual.

GENERAL

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees is prohibited in the workplace of Southwestern Community College.

Any employee convicted of or pleading guilty to any criminal drug statute which relates to activities within the workplace must notify the employer of such conviction or plea no later than five days after the conviction or plea.

DEFINITIONS

“Illegal drugs” mean controlled substances included in Schedule I and II, as defined by Section 802 (6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title; and substances included in Schedule I, II, III, and IV, V, and VI as defined by Chapter 90 of the North Carolina General Statutes. The term “illegal drugs” does not mean the use of controlled substances pursuant to a valid prescription or other uses authorized by law.

“Employer” means Southwestern Community College.

“Employee” means any individual employed by Southwestern Community College on a full-time or part-time basis.

“Workplace” means all facilities owned, operated or used by Southwestern Community College.

AGREEMENT

In accordance with the Drug-Free Workplace Act of 1988, I, as a Southwestern Community College employee, will abide by the College’s drug-free workplace standards.

Further, I agree to notify my immediate supervisor of any conviction or guilty plea for drug violations that may occur in the workplace.

I have read and agree to the above requirements.

Signature

Date