



## **DRUG-FREE WORKPLACE**

### **ALCOHOL AND OTHER DRUG ABUSE PREVENTION PROGRAMS**

It is the policy of the Community College of Philadelphia to maintain a drug-free workplace, in compliance with the Drug-free workplace Act of 1988. This institution is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property, and/or uses its services. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988. Additionally, while the College respects the privacy of its employees, it also recognizes that it has an obligation to maintain a drug-alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Therefore, employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy, or conviction, may result in disciplinary action up to and including termination.

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to alcohol and/or substance abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

As a condition of employment, all employees must abide by the above policy statement, and any employee who is convicted of any drug violation in the workplace must inform either the Executive Assistant to the President for Human Resources or the Senior Human Resources Officer within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

The College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise employees that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not alter any rights of employees which exist under applicable collective bargaining agreements.

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Print Name

Department

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Signature

Date