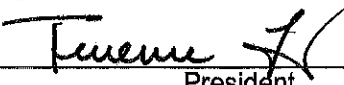


BBCC ADMINISTRATIVE PROCESS

TITLE: Drug & Alcohol Abuse Prevention	PAGE: 1 OF 7	NUMBER: 3019	REVIEWED: REVISED: 1/14
ORIGINATING DEPARTMENT: Human Resources	EFFECTIVE DATE: 3/1/14	SUPERSEDES NO. AP6500 DATE: 6/22/87	
DATE CABINET APPROVAL:	APPROVED BY:  <hr style="width: 100%;"/> <div style="text-align: right;">President</div>		

This procedure establishes standards and regulations for the prevention of drug and alcohol abuse as prescribed by the Drug-Free Schools and Communities Act of 1989. In addition, this procedure describes the college and individual requirements relative to compliance with the Drug-Free Workplace Act of 1988.

This procedure applies to all college employees and students, and to all campus visitors, including guests, contractors, subcontractors, volunteers, service providers, and all persons affiliated with federally funded grants, cooperative agreements, or other financial assistance.

Big Bend Community College prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not.

ALCOHOL:

The use, possession, delivery, and sale of alcohol while on college-owned or controlled property is prohibited except as authorized by the president in accordance with AP 8051, Big Bend Community College Facility Use Policy. Any authorized use must comply with state and federal laws, and all college policies, rules, and regulations.

Alcohol use must not infringe on the privacy and peace of another individual, and must not disrupt or obstruct the course of teaching, administration, disciplinary proceedings, freedom of movement or other lawful activities on the college campus.

Employees, students, and visitors are prohibited from being under the influence of alcohol while on college property, performing job duties, conducting college business, driving an official vehicle, or participating in any on or off-campus college activity.

Being "under the influence" is defined as exhibiting impaired behavior which may limit a personal's ability to perform their expected tasks or which poses a threat to the safety or well-being of the person or others.

CONTROLLED SUBSTANCES:

"Controlled substances", as used in this procedure, refers to those substances designated as schedule I through V under the Controlled Substances Act. Marijuana is still an illegal controlled substance under federal law. As an institution of higher education that distributes federal financial aid and administers various federal grants, BBCC is required to comply with federal law on this issue.

Controlled substances are prohibited, while on any college-owned or controlled property, including within residence halls, while conducting college business, or during any college-sponsored activity, for any person to use, possess, distribute, manufacture, sell, or to be under the influence of, a controlled substance. This prohibition includes marijuana in any form.

Being "under the influence" is defined as exhibiting impaired behavior which may limit a person's ability to perform expected tasks or which poses a threat to the safety or well-being of the person or others.

PRESCRIPTION & OVER-THE-COUNTER (OTC) DRUGS:

The use of prescription and over-the-counter (OTC) drugs is permitted when taken as prescribed, or for OTC drugs, as directed by package instructions, so long as the medications do not adversely affect the ability, performance, or safety of the consumer or others. The use of prescription and OTC drugs in excess of the prescribed amount or contrary to package instructions, is a violation of this procedure. The use of prescription drugs by individuals other than the individual to whom the drug was prescribed is a violation of this procedure.

If an employee's use of medication could adversely affect the employee's ability, performance, or workplace safety, the employee must follow appropriate personnel procedures (e.g. call in sick, use leave, request change of duty, notify supervisor). The employee need only disclose that he or she is taking medication. The medical reason or drug name need not be disclosed to the supervisor. In cases where the employee will be working while using medication(s) which could adversely affect their ability, performance, or workplace safety, the employee may be required to disclose the name of the medication(s) to human resources so that appropriate measures can be taken.

If a student's use of medication could adversely affect the student's ability, performance, or safety, the student should inform an advisor, instructor, or the VP of Instruction & Student Services. Students may consult the Disability Support Services Office for advice and support in arranging reasonable accommodations for their medical needs.

OTHER REQUIREMENTS:

1. Individual Responsibility:

Employees and students are responsible for resolving their own alcohol or drug abuse problems. The college will make reasonable efforts to assist persons who self-report an alcohol or drug abuse problem.

Employees and students who have performance or attendance problems resulting from alcohol or drug abuse or intentional misuse are subject to disciplinary action, up to and including termination/expulsion.

2. Reporting:

Students and employees are expected to report suspected violations of this policy to their supervisor, appropriate dean, VP of Instruction & Student Services, or the VP of Human Resources & Labor and report suspected illegal activities to campus security or local law enforcement agencies. Anyone who is concerned that an employee or a student may have an alcohol or drug-related problem is encouraged to consult with their supervisor, Human Resources, the Employee Assistance Program (EAP), or other appropriate resources.

3. Enforcement:

Supervisors are responsible for enforcing this policy with respect to the employees they supervise. The VP of Instruction & Student Services has the primary responsibility for enforcing this procedure with respect to students.

4. Confidentiality:

Complaints and investigations regarding violations of this procedure will be maintained in a confidential manner to the extent permitted by law.

5. Driver's License Revocation/Suspension:

Employees who are required to have a valid driver's license must notify their immediate supervisor of any revocation or suspension of their driver's license on the first work day following the license suspension or revocation.

No employee, student, visitor, contractor, etc., may operate a vehicle on state property or in the conduct of college business if their driver's license has been revoked or suspended.

6. Treatment/Assistance:

The college encourages employees and students to voluntarily seek appropriate assistance if they are dependent on alcohol or drugs. All requests and referrals for assistance must be kept confidential consistent

with applicable law.

Employees needing assistance in dealing with alcohol and/or drug related problems are encouraged to contact the Human Resources Office or the college's Employee Assistance Program (EAP).

First Choice EAP

1-800-777-4114 or TTY 1-800-777-4969

www.FirstChoiceEAP.com

Students needing assistance is dealing with alcohol and/or drug related problems are encouraged to contact the ***BBCC Counseling Center*** at 509-793-2035 for information and referral.

Both students and employees may contact the Grant County Prevention and Recovery Center (PARC) for assistance with alcohol and/or drug-related problems.

Grant County PARC

840 E. Plum

Moses Lake, WA 98837

509-765-5402

ENFORCEMENT AND COMPLIANCE:

BBCC upholds all state and federal laws pertaining to alcohol and controlled substances.

BBCC will take action against any person who violates state law, federal law, or any college regulation or policy concerning alcohol or controlled substances when such violation:

1. Occurs in or on property controlled or owned by BBCC;
2. Involves college business or activities; or
3. Affects the fitness of college employees to perform the duties of their job or position.

SANCTIONS AND REMEDIAL ACTIONS:

Employees

1. Violation of this procedure may result in disciplinary action, up to and including termination of employment and/or the requirement of satisfactory

participation in evaluation and/or treatment in an approved drug/alcohol abuse assistance or rehabilitation program.

2. Actions under this policy shall be taken in accordance with applicable personnel rules, state laws and regulations, the *Negotiated Agreement*, and other Board Policy and shall conform to the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students

Violation of this policy may result in appropriate disciplinary sanctions as provided in the *Student Code of Conduct*.

Campus Visitors

The college may enforce this policy and take action against guests, contractors, sub-contractors, volunteers, or service providers who violate this policy

Employees, students, and campus visitors may also be subject to criminal prosecution under federal, state, and local laws that could result in fines, imprisonment, and/or loss of student financial aid. These legal sanctions are in addition to any disciplinary sanctions imposed by the college.

FEDERALLY FUNDED ACTIVITIES:

College Responsibilities

As a recipient of federal financial awards in the form of grants and/or cooperative agreements, Big Bend Community College must comply with the Drug-Free Workplace Act of 1988.

Notification and Reporting Requirements

Employees convicted of a criminal alcohol or drug offense that occurred on BBCC owned or controlled property or while conducting college business must report the conviction to their supervisor in writing within five (5) days of the conviction. The supervisor will contact the Office of the President within three (3) business days to determine whether the crime occurred during the conduct of any federally funded award activity.

Supervisors, department heads, and vice presidents who are aware of any drug crime convictions of individuals (students or employees) who work on a sponsored project, for violations that occurred in the workplace, must report that information to the Office of the President.

College Response Requirements

If an employee, who is directly engaged in the performance of work under a federally funded award (as described in 34 C.F.R. Part 84), is convicted of a drug violation in the workplace, BBCC shall:

- a. Notify, in writing, within ten (10) calendar days after learning of the conviction, every federal agency on whose award the convicted employee was working; and
- b. Within thirty (30) calendar days of learning about the conviction, either
 1. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), or
 2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a federal, state or local health, law enforcement, or other appropriate agency.

NOTIFICATIONS:

Each year, BBCC will provide written notification of its alcohol and drug policies, programs and information to every student and employee. The annual notification will contain, at a minimum, the following information:

1. BBCC's standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on BBCC property or as part of any college activities;
2. A description of applicable sanctions for violations of federal, state, and local law;
3. A clear statement that BBCC will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of this procedure. For the purposes of this procedure, a disciplinary sanction may include the completion of an appropriate rehabilitation program;
4. A description of health risks associated with alcohol and other drug use; and
5. A description of available counseling treatment, or rehabilitation or re-entry programs.

Representatives from student services and human resources shall jointly prepare/review contents of the annual notification as needed.

The notification will be delivered in a manner that will enhance visibility and provide a means for verifying distribution.

Student services and human resources shall prepare a record of the annual notification, to include a copy of the notification contents, a description of the notification method, and a description of the results/responses.

INITIAL NOTIFICATIONS:

The VP of Instruction & Student Services shall ensure all new students are provided with the annual notification.

The VP of Human Resources & Labor shall ensure all new employees are provided with the annual notification.

OTHER NOTIFICATIONS:

The Vice President for Administrative and Financial Services shall ensure that all contactors and service providers performing work on BBCC property are provided with the information contained in the annual notification.

The Office of the President shall ensure that workers and volunteers affiliated with federally funded activities are provided with a copy of the drug-free workplace statement.

BIENNIAL REVIEW:

The VP of Instruction & Student Services and the VP of Human Resources & Labor shall coordinate preparation of a biennial review of BBCC's drug and alcohol abuse prevention programs. Per 34 C.F.R. Part 86, the biennial review shall address program effectiveness, consistency of disciplinary sanctions, and program changes.

BBCC departments and offices shall cooperate fully with this process and shall provide timely responses to the persons preparing the report.

The VP of Instruction & Student Services shall maintain official files of biennial reviews and shall distribute those files as needed for college operations or as requested by the Department of Education.

