



Northwest Florida State College

TITLE: DRUG-FREE WORK PLACE

AUTHORITY: Public Law 100-690

SEE ALSO:

DATE ADOPTED: 9/1/1989 ; 8/19/14

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To establish a drug-free work environment for college employees and students.

Local Language

Northwest Florida State College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a drug as defined in the Drug Free Work Place Act in the work place. Employees shall let the Director, Human Resources know of any criminal drug statute conviction, including a Plea of No Contest, for a violation occurring in the work place no later than five (5) days after such conviction. Violations of this policy will be handled under Policy Number HR 5.00 and HR 12.00.

The use of medically prescribed medications and drugs is not a violation of this policy. However, failure by the employee to let his/her supervisor know, before beginning work, that he/she is taking medications or drugs that have the potential to interfere with the safe and effective performance of duties or operation of equipment is a violation of this policy. Such a violation can result in disciplinary action up to, and including termination. If there is a question about an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician is required.

The College reserves the right to search, without employee or student consent, all areas and property over which the College maintains complete control or joint control with the employee. Otherwise the College may notify the appropriate law enforcement agency that an employee or student may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the College.

Any employee or students reasonably believed by college officials or law enforcement personnel to be under the influence of drugs or alcohol may be prevented from engaging in further activities.

The unlawful manufacture, distribution, dispensation, possession, of use of alcohol (unless it is a part of an official college –sanctioned activity) or a controlled substance is prohibited in and on NWFSC owned and controlled property. This policy applies to all employees, students, and all visitors. Any person violating this policy may be subject to disciplinary action.

Employee violations will be handled through Human Resources. Students and all visitor violations will be handled through Student Affairs.