

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Drug-Free Campus****EFFECTIVE DATE: July 1, 2000; Revised November 1, 2014****Purpose**

This policy statement is being distributed to all Southwest Tennessee Community College employees, including faculty, and students in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et. Seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et. Seq.).

I. Policy

It is the policy of Southwest Tennessee Community College that students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illicit controlled substances and/or alcohol on Southwest Tennessee Community College campus or on property owned or controlled by Southwest or as a part of any College-sponsored activities.

II. Process

- A. Employees and students are encouraged to attend events that occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse.
- B. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by Southwest insurance, contact the Human Resources Department.

Source of Policy: Human Resources**Related Policy: N/A****Approved: _____
President****Responsible Vice President for
Administrator: Business Finance & Info
Systems****TBR Policy Reference: N/A****TBR Guideline Reference: N/A****Date: November 1, 2014**

- C. Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the Human Resources Department within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.
- D. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The College may refer violations to the appropriate state and federal authorities for criminal prosecution.
- E. Each campus shall review their drug abuse prevention program to determine its effectiveness and implement needed changes.
- F. Each campus shall review their disciplinary sanctions to ensure they are consistently enforced.

III. Penalties

All students and employees are subject to applicable laws related to this matter and any violation of this policy will result in disciplinary action up to and including expulsion or termination of employment with the College and referral for prosecution or mandatory, satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program.

- A. **Employees** - As a condition of continued employment, all employees must abide by the terms of this policy and must notify the Executive Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than (48) hours after such conviction. A conviction includes a finding of federal judicial body. Upon receiving notice that an employee is in violation, or that an employee has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action against the employee. Any employee, who fails to report a conviction, will be subject to disciplinary actions.

Disciplinary actions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Termination;
2. Suspension;
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
4. Recommendation for professional counseling;
5. Referral for prosecution;
6. Reprimand;
7. Letter of warning.

- B. Students** - As a condition of continued enrollment, students must abide by the terms of this policy and must notify the Provost/Executive Vice President for Academic and Student Affairs of any criminal drug statute conviction for a violation occurring on the Southwest Tennessee Community College campus or at college functions at off-campus locations no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state, local, or federal judicial body.

Upon receiving notice that a student is in violation of these procedures, or that said student has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action. Disciplinary actions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Expulsion;
2. Suspension;
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
4. Referral for prosecution;
5. Probation;
6. Warning.

IV. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Health risks associated with the excessive use of alcohol include damage to the liver and heart; impairment of brain activity, digestion, and blood circulation; and impairment of judgment and memory. The abuse of illicit drugs can lead to organic damage, impairment of physiological processes, and impairment of mental functioning. The risk of hepatitis, AIDS, and other infections increases if illicit drugs are injected. Alcohol and other drugs can be fatal in excessive amounts or in certain combinations.

V. Eligibility for Benefits

Since misuse of drugs is a treatable illness, an employee participating in the College's medical insurance program is eligible for insurance benefits as addressed in the insurance schedule for drug treatment.

VI. Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs

The College believes that drug use and abuse is an illness requiring medical treatment. In this regard, the College will:

- A. Encourage affected individuals to voluntarily seek medical help.
- B. Assist supervisors in dealing with associated problems related to the employee's work performance.

If the employee seeks help prior to discovery of drug use and abuse, then confidentiality and job security of the employee will be protected; if the employee does not seek help for drug abuse, and the problem comes to the attention of the College, then the employee will be subject to disciplinary action.

The College may refer an employee to a drug use and abuse counseling agency for help because of deteriorating job performance or excessive absenteeism of the employee associated with use and abuse of drugs.

VII. Effect on Southwest Policy and Procedures

It is emphasized that recognizing drug use and abuse as an illness does not detract from the College's policies and procedures in respect to intoxication on the job, or having drugs on College property.

VIII. Distribution

- A. The Executive Director of Human Resources provides annual notification/awareness to full and part-time permanent employees of the College's drug-free campus policy that includes the following:
 - 1. The College's policy for maintaining a drug-free campus;
 - 2. The dangers of drug and alcohol abuse;
 - 3. Assistance available through the College and community resources; and
 - 4. Penalties that may be imposed upon employees for violating the College's drug-free campus policy.
- B. The Director for Police Services/Public Safety provides annual notification/awareness to enrolled students of the College's drug-free campus policy that includes the following:
 - 1. The College's policy for maintaining a drug-free campus;
 - 2. The dangers of drug and alcohol abuse;
 - 3. Assistance available through the College and community resources; and
 - 4. Penalties that may be imposed upon students for violating the College's drug-free campus policy.

AGENCY REFERRALS

Al-Anon/Alateen Information Services	278-5953
Alcoholics Anonymous	454-1414
Baptist Hospital Therapy Center	522-4900
Charter Lakeside Hospital Crisis Care	377-4733
Cocaine Anonymous	725-5010
Delta Medical Behavioral Health	369-8190
Family Service of Memphis	324-3637
Frayser Family Counseling Center	353-5440
Memphis Mental Health Institute	524-1324
Memphis Alcohol and Drug Council, Inc.	275-0056
Memphis Recovery Center	272-7751
Methodist Hospital Behavioral Unit	276-5401
Midtown Mental Health Center	577-0200
Narcotics Anonymous	276-5483
NO CAINE Hotline	722-2463
Northeast Community Mental Health Center	382-3880
Southeast Mental Health Center, Inc.	369-1400
St Francis Hospital Behavioral Unit	765-1400
Teen Challenge	272-2308
Employee Assistance Program	(877) 237-8574
United Behavioral (Substance Abuse)	(877) 237-8574
VA Medical Center Alcohol & Drug Center	523-8990
Whitehaven Southwest Mental Health Center	774-7811