

## DRUG AND ALCOHOL POLICY

### I. Policy Section:

6.0 Human Resources

### II. Policy Subsection:

6.24 Drug and Alcohol Policy

### III. Policy Statement

Grand Rapids Community College is committed to the elimination of drug and/or alcohol abuse in the workplace and in all learning environments.

In compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g), the unlawful manufacture, distribution, dispensation, possession, use or sale of a controlled substance or alcohol on property owned or controlled by the college or as part of any college-sponsored program off-campus is strictly prohibited, unless specifically permitted for work-related social, educational purposes, or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant. Violation of this policy constitutes grounds for disciplinary action up to and including termination of employment. For students, disciplinary consequences are set forth in the Student Code of Conduct.

### IV. Reason for Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Grand Rapids Community College students, staff and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment, as well as effects on professional and personal lives. Use or abuse of drugs or alcohol can negatively impact job or academic performance and attendance and can jeopardize continued employment or status as a student or volunteer. This policy is designed to maintain a drug-free work and learning environment and to comply with the requirements of local, state and federal laws.

### V. Entities Affected by this Policy

Persons covered by this policy include employees, students, applicants for employment, persons engaged on the premises of the college as

independent contractors, volunteers, vendors and persons participating in or attending college-sponsored programs.

VI. Who Should Read This Policy

Students  
Employees  
Applicants for employment  
Board of Trustee members  
Volunteers  
Guests

VII. Related Documents

Drug-Free Workplace Act  
Drug Free Schools and Communities Act  
Drug and Alcohol Abuse Prevention Program (DAAPP)  
Drug and Alcohol Biennial Review Document  
Employee Agreement to Submit to Medical Review  
Student Code of Conduct  
GRCC Conflict of Interest Policy  
Administrator Code of Ethics  
APSS Code of Ethics  
Faculty Code of Ethics  
Ethics Monitoring System  
Misconduct Policy

VIII. Contacts

Policy Owner: Executive Director of Human Resources  
GRCC Chief of Police  
Director of Student Life and Conduct

IX. Definitions

A. Covered substances: This policy covers the following substances:

1. Alcohol in any form.
2. Controlled or illegal drugs or substances (including hallucinogens, barbiturates, depressants, stimulants, cannabinoids, opioids, club drugs, dissociative drugs and any other compounds or drugs whose use, possession, or transfer is restricted or prohibited by law).
3. Any substance that influences a person in a way that jeopardizes the safety of person or other persons or hinders the person's ability

or any other person's ability to perform work responsibilities. This includes synthetic drugs.

B. Employee: Includes any person who receives compensation from the college and who belongs to one of the following groups: faculty, CEBA, APSS, Campus Police, Meet and Confer employees, contingency, adjunct employees, and student employees.

C. Student: The term "student" includes persons who have been issued a student number at Grand Rapids Community College and are: currently enrolled, or admitted and show intent to enroll, or withdrawn from a specific course or the college after allegedly violating the Student Code.

D. Exceptions:

1. Drugs, with the exception of medical marijuana, prescribed by any person licensed to prescribe or dispense controlled substances: Drugs used in accordance with their instructions for medicinal purposes are not prohibited unless they cause drowsiness, or other side effects that may impair a person's ability to perform responsibilities properly and safely. If a person feels that the side effects of prescription medication may jeopardize his or her ability to perform responsibilities safely, the person shall consult with his or her supervisor. The supervisor shall consult with Human Resources to determine whether temporary placement in another position is necessary.
2. Possession and use of any medical marijuana on college property is explicitly prohibited. Legal medical marijuana use off-campus is not prohibited unless it causes drowsiness, or other side effects that may impair a student, employee or volunteer's ability to perform responsibilities or participate in the educational programs of the college properly and safely.
3. Use of alcohol on campus or during work time (wherever the work is located) is permitted for work-related social, educational purposes, or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant.

X. Procedures

A. Recognition of symptoms of drug or alcohol use or abuse:

GRCC believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. Reports can be made

to a supervisor, the Student Conduct Office, Human Resources, Campus Police, General Counsel or the Ethics Hotline.

When a supervisor observes or is made aware of work performance or behavior signs that could affect the safety of the individual or others, Human Resources must be contacted to determine the appropriate course of action.

One or more of the following signs, which could indicate substance use or abuse and are cause for concern, should be reported.

1. Changes in temperament, speech pattern, or coherence.
2. Changes in the physical condition, energy level, or appearance.
3. Trouble in concentrating on assignments.
4. Increase in absences.
5. Increase in errors of judgment or mistakes.
6. Changes in quality or quantity of work.

B. Actions to be taken for suspected use or abuse by employees:

If an employee is suspected of violating this policy or any other related policies, the college will initiate an investigation through Human Resources to determine the appropriate course of action.

The Executive Director of Human Resources (or designee) may meet with the employee and request that the employee submit to a laboratory drug screen, which will be conducted by a designated clinic (at which point the employee will be asked to sign an Agreement to Submit to Medical Review) or directed to submit to a preliminary breath test through Campus Police.

If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

While awaiting the results of the test, the employee will be placed on administrative leave. Employees will continue to receive pay until results are determined. If the results of the test are negative, the employee will be reinstated without loss of pay or benefits (for employees). If the results are positive for an employee, a meeting with the employee, a union representative (if applicable), supervisor, and Human Resources will take place to discuss the consequences.

### C. Employee disciplinary actions if a violation occurs

Individuals whose work performance is determined to be impaired as a result of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus or while on college business; who violate any provisions of this policy or who have been convicted of violating any criminal drug statute while on college property or while participating in college-sponsored programs off campus are subject to disciplinary action up to termination of employment and/or referral to law enforcement authorities.

Verified intentional possession, distribution, sale transfer or use of illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment constitute grounds for immediate termination of employment.

The Executive Director of Human Resources or designee handles matters that require disciplinary action at Grand Rapids Community College. The concept of progressive discipline will be utilized in most cases, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a violation of our Drug and Alcohol Policy:

- Verbal Notice. The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting and place a copy of the results of that meeting in the department's employee file.
- Written Warning. A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, placed in the Human Resources employee file.
- Suspension Without Pay. A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, is placed in the Human Resources employee file.
- Final Written Warning. The College may, at its discretion, choose to impose a final written warning in lieu of suspension.
- Termination. When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.
- Zero Tolerance. Per the GRCC Misconduct Policy, possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct.

This form of verified intentional misconduct constitutes grounds for immediate termination of employment at GRCC.

D. Action to be taken for suspected use or abuse by students:

If a student is suspected of violating the drug and alcohol policy or the Student Code of Conduct (Illegal or Unauthorized Possession/Use of Alcohol and Drugs) the college will perform a Code of Conduct investigation to determine the appropriate course of action. For progressive discipline see Student Code of Conduct)

E. Action to be taken for suspected use or abuse by volunteer:

If a volunteer is found to be in violation of this policy, the volunteer will be prohibited from holding future volunteer responsibilities for the college and/or referred to law enforcement authorities.

F. Action to be taken for refusal of pre-employment drug-screening (if applicable):

Applicants who refuse to participate in drug screening will not be hired or be able to reapply. Applicants who test positive will not be hired or able to reapply unless they provide documentation from a licensed physician indicating the medical necessity of the prohibited substance.

G. Actions to be taken for crimes involving drugs or alcohol:

Human Resources and the president of the college shall have the responsibility for determining the appropriate course of action for employees who are convicted of drug or alcohol offenses during their employment with GRCC.

H. Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

I. Prevention and awareness:

The Drug and Alcohol Abuse Prevention Program (DAAPP) document outlines additional awareness information and resources and is provided to all employees, volunteers and students on an annual basis.

J. Guests:

Guests who are found in violation of this policy will be asked to leave campus.

K. Biennial Review:

The college will conduct a Biennial Review, provide a report to Cabinet and post the Biennial review on the college drug and alcohol website by the end of each calendar year.

XI. Forms:

Employee Agreement to Submit to Medical Review

XII. Effective Date:

September 2012  
September 2016  
September 2017

XIII. Policy History

Replaces previous policy 8.11 Abuse of Alcohol and other Substances

This policy will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures, programs and campus safety plan.

XIV. Next Review/Revision Date:

September 2018