

GRAYS HARBOR COLLEGE
Operational Policy

Subject: SUBSTANCE ABUSE, ALL EMPLOYEES

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Operational Policy Number: 630

Date adopted: 3/20/89 Revised: 1/18/94, 11/17/09, 5/20/14

Grays Harbor College (GHC) will routinely provide and maintain a safe, alcohol and drug free environment for all GHC staff. However, GHC will occasionally provide alcoholic beverages at after working-hours campus functions under a liquor license obtained from the Washington State Liquor Control Board. Under these limited circumstances, the appearance of alcohol shall not be considered a violation of this policy.

This policy is designed to comply with the Federal Drug Free Workplace Act of 1988, Public Law 100-690. It does not limit GHC's authority to take appropriate disciplinary action in any situation where conduct on or off duty affects an individual's ability to perform job duties.

Employees are prohibited, while in the work site, including in official vehicles, or while otherwise on official business, from unlawfully manufacturing, distributing, dispensing, possessing, transporting, or using controlled substances, being under the influence of controlled substances, or alcohol, or possessing controlled substance paraphernalia. Employees are also prohibited from being under the influence of alcohol in the work site, including in official vehicles, or while otherwise on official business.

Employees found in violation of this policy may be subject to formal disciplinary action, as with any policy, up to and including dismissal.

Alcohol is defined as beer, wine, liquor, and any alcohol containing beverage as defined by statute. A controlled substance is defined as a substance recognized as a drug as identified in the Uniform Controlled Substance Act.

Being "under the influence" is defined as exhibiting impaired behavior which may limit an employee's ability to perform his or her job duties or which poses a threat to the safety and well being of the employee or others.

Because possession and use of marijuana is a criminal offense under federal law, Grays Harbor College is not required to "accommodate" any employee's use of medical marijuana on campus.

GHC does not prohibit the use of legally prescribed medications and legally used non-prescription medications, but an employee shall notify his or her supervisor if there is a likelihood that such medication may or will affect job safety and/or performance including impairment in the operation of a motor vehicle used in conducting agency business. Disclosure by an employee need be limited only to the fact that he or she is taking medication. The medical reason or medication name need not be disclosed to the supervisor.

A supervisor may make a determination regarding an employee being under the influence while on the work site or while engaged in official duties by observance of objective signs of behavior or physical characteristics of impairment which affects an employee's performance capability or safety, or the safety of others. Examples of these observable signs include, but are not limited to:

- Glassy eyes, dilated or constricted pupils, lack of focus.
- Uncharacteristically rapid or very slow and deliberate or slurred speech.
- Lack of control of head and/or body such as staggering, swaying, unsteadiness, need to hold onto stationary items to steady self or to walk or stand.
- Extreme sleepiness, drooping eyelids.
- Odor of alcohol, marijuana or other drugs.

- Sudden or unexplained mood change.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance and/or judgment.
- Loud or inappropriately talkative, difficulty in concentration, verbally abusive and/or, belligerent, inappropriate emotional displays.

GHC encourages employees to voluntarily seek appropriate assistance if they are dependent on alcohol or controlled substances.

II. RESPONSIBILITIES:

Employees shall exercise prudence in consuming alcohol while representing the office at official functions.

Employees shall not be under the influence of alcohol and/or controlled substances at the work site or while in any official capacity, nor shall they manufacture, use, consume, sell, transport, possess or transfer controlled substances at the work site or while in any official capacity.

Employees shall not operate vehicles in any official capacity while under the influence of alcohol or controlled substances.

Within 5 calendar days, the *employee* must notify the immediate supervisor in writing of any criminal conviction for an alcohol or controlled substance related crime, that occurred at the work site, or while in any vehicle used for agency business or in any official capacity.

If an *employee* drives a state vehicle or a personal or rented vehicle for state business, the *employee* must report any conviction for driving under the influence of alcohol and/or controlled substances, and/or any current revocation or suspension of his or her driver's license on the first work day following the conviction or license suspension or revocation.

An *employee* cannot operate a motor vehicle for state business with a revoked, suspended or expired license.

An *employee* who observes or has knowledge of another employee in a condition that impairs his or her ability to perform job duties or which poses a threat of harm to self or others, shall report such condition to a supervisor.

Upon a *supervisor's* observation of an employee exhibiting specific observable signs of being under the influence while in the workplace or on official business, the *supervisor* shall relieve the *employee* of his or her job duties for the remainder of the day. The *supervisor* shall see that arrangements are made to ensure safe transportation of the employee.

The *supervisor* shall notify the Chief Executive for Human Resources Officer (CEHRO) *immediately upon observation of an employee exhibiting specific observable signs of being under the influence while in the workplace or on official business*, and the *CEHRO, working* with the employees *supervisor*, shall direct appropriate follow-up action which may include corrective and/or disciplinary action.

The *supervisor* shall promptly notify his or her supervisor and/or the appropriate Vice President or Chief regarding circumstances and actions considered or taken against any employee for violation of this policy.

The CEHRO shall report any suspected criminal activity to the police as soon as possible.

The *supervisor* shall document, in writing, the circumstances and the ineffective job performance or unsafe behavior of the employee whenever an employee is sent home or action is taken related to this policy, and a copy of this documentation shall be provided to the CEHRO and to the appropriate Vice President or Chief.

The *supervisor and the CEHRO* shall encourage employees to voluntarily seek assistance in dealing with alcoholism and controlled substance dependency and shall maintain confidentiality consistent with applicable law.

The *supervisor and/or the Vice president* shall promptly report to the President and the CEHRO of the criminal conviction of an employee for an alcohol or controlled substance violation or for any criminal charge for an alcohol or controlled substance related crime which occurred at the work site (including official vehicles), or while in any official capacity. **The supervisor or the Vice President** shall notify the President and the CEHRO of any serious incident or continuing problem relating to alcohol or drugs.

The *CEHRO and/or Vice President* shall ensure notification of the federal grant or contract agency of a criminal drug conviction within 10 days after initial employee notification in all cases when that employee is working on any matter funded by a federal grant or contract.

The *College must*, within 30 days following a criminal alcohol or controlled substance-related conviction, either initiate appropriate disciplinary action or require successful participation in an approved substance abuse assistance or rehabilitation program.

GHC will provide students and employees with information about the dangers of drug use, as well as information about treatment programs.

Reference: the Safe and Drug Free School and Communities Act of 1989 as amended.

For represented classified staff, Article 24 of the master contract governs the rules relating to a drug and alcohol free workplace.