



3.11 DRUG AND ALCOHOL ABUSE POLICY

Southern State Community College is dedicated to providing a safe, healthy and efficient work place for its employees and for all members of the College Community. The use and/or abuse of alcohol and/or drugs is inconsistent with Southern State Community College's goal to provide and maintain safe working conditions.

The College upholds the federal and state laws prohibiting the use, possession, sale, or offering for sale of controlled substances and will not interfere with the legal prosecution of any members of the community who violate such laws. Law enforcement officers, when armed with the proper documents, have the legal right to search any and all buildings on the campus without prior notice.

Southern State Community College requires full compliance with this policy. In addition the following applies to all employees:

- No employee shall report to work under the influence of alcohol and/or illegal drugs.
- No employee shall possess or consume alcohol or use illegal drugs while on the job and /or during working hours, which includes meal or rest breaks.
- Any employee, who is arrested and convicted for the use of illegal drugs or operating a motor vehicle while under the influence, can be subjected to discipline, up to and including termination.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College property or as part of any College activity is strictly prohibited.
- The College reserves the right to include completion of an appropriate rehabilitation program as a disciplinary sanction.
- Any employee, who violates this policy, is subjected to discipline, up to and including termination.

Enforcement:

Southern State Community College reserves the right when reasonable suspicion exists, at all times while on College premises, to conduct searches and inspections of employees and their personal property including, but not limited to: purses, briefcases, offices, desks, clothing, lunch bags/boxes for the purpose of determining whether the employee is using, possessing, selling, receiving, transporting, or under the influence of any drug.

All employees are expected to cooperate with any investigation relating to enforcement of this policy. During an investigation, the failure to cooperate, providing false information or omitting information may subject an employee to disciplinary action up to and including termination.

Any individual observed unlawfully manufacturing, distributing, dispensing, using, or possessing alcohol or illegal drugs on College premises is to be reported immediately to the appropriate local police department.



Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular penalties for the same offense. Trafficking in drugs can result in forfeiture of property including: vehicles, vessels, money, or other property.

Chemical dependency is a disease which can and does affect employee work performance and attendance. Southern State Community College does not discriminate against employees on the basis of chemical dependency; but if alcoholism or drug addiction affects performance, attendance, or leads to violations of policies, the employee will be held responsible and will be subject to discipline where appropriate. Chemically-dependent employees are encouraged to get help before it causes problems with their work.