

**Applies to:** Faculty, staff, student employees

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

To provide for the health and safety of students, employees, and visitors, the college supports and will maintain a drug-free working and living environment. The policy prohibits: the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances; inappropriate use of prescription **drugs** at work; or the unauthorized use of alcohol by college employees on college premises or in college vehicles on or off-campus. Employees may not be at work under the influence of alcohol or while unlawfully using controlled substances. The consumption of alcohol at events where the college has authorized such use is permitted. At such events, the use must be sanctioned by the college as well as permitted by the appropriate state agency. Only individuals of legal drinking age may consume alcohol at these events.

### Purpose of the Policy

To provide for the health and safety of students, employees, and visitors, the college supports and will maintain a drug-free working and living environment.

### Definitions

Term	Definition
College premises	Any building or land owned, leased, or used by Central Ohio Technical College.
College vehicle	Any vehicle owned, leased or operated by Central Ohio Technical College.
Controlled substances/Drugs	Includes, but not limited to: <ul style="list-style-type: none"> <li>A. narcotics, such as opium, heroin, morphine and synthetic substitutes;</li> <li>B. depressants, such as chloral hydrate, barbiturates, and methaqualone;</li> <li>C. stimulants, such as cocaine (and any derivatives) and amphetamines;</li> <li>D. hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy, and MDMA; and</li> <li>E. cannabis, such as marijuana and hashish;</li> <li>F. any chemical compound added to federal or state regulations and denoted as a controlled substance.</li> </ul>
Criminal drug-statute conviction	When an employee is convicted of or pleads guilty to a drug-related violation under federal, state or local laws or regulations.

### PROCEDURE

#### I. Drug testing

All federal, state, or local regulations regarding drug testing and monitoring will be followed. There are four situations when the college can conduct tests. All information pertaining to an individual's drug tests or results will be kept confidential, except on a need-to-know basis.

- A. **Pre-employment testing.** As outlined in Office of Human Resources standard operating procedures, applicants to specific safety-related and other designated positions at the college will be drug tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent upon successfully passing a drug test.
- B. **Random drug testing.** This testing occurs with the group of safety-related positions indicated above as required by law or under individual agreements with the college. Employees in this group are subject to random drug testing as a condition of continued employment.

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- C. Testing for reasonable suspicion. Drug or alcohol testing of any employee may be conducted if a reasonable suspicion exists. Testing for reasonable suspicion may be ordered by a supervisor, or college administrator in consultation with the Office of Human Resources. Individuals testing positive will be referred to the Employee Assistance Program (EAP) or a substance abuse professional if an external expert is used for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. The Office of Human Resources will review the recommendation and may determine that rehabilitation is a requirement for any current employee who has an alcohol or drug problem that affects the safety of individuals or the employee’s job performance. An employee will be subject to corrective action up to and including termination if the employee refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen, sends an imposter or refuses to cooperate in the testing process in such a way that prevents completion of the test.
- II. Arranging a drug/alcohol test  
When a supervisor or college administrator believes that drug or alcohol testing under the reasonable suspicion policy is appropriate, he/she must first contact the Office of Human Resources. The Office of Human Resources will arrange for the drug or alcohol testing at an approved test site or a local emergency room.
- III. Self-disclosure of **convictions**  
Employees are required by federal regulations to notify the college within five calendar days if convicted of a criminal drug violation in the workplace to the college.
- IV. Notification of campus safety and security  
Any individual observed unlawfully manufacturing, distributing, dispensing, using, or possessing alcohol or controlled substances on college premises is to be reported immediately to Safety and Security and/or local law enforcement.
- V. Corrective action  
Corrective action may include actions up to and including termination, required participation in an evaluation by the EAP or an external substance abuse professional (SAP), and/or follow through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required education/treatment program the employee may be subject to corrective action up to and including termination.

### Responsibilities

Position or Office	Responsibilities
Human Resources	<ol style="list-style-type: none"> <li>1. The college will inform all employees of the <i>Drug-free Workplace</i> policy upon employment and through usual employee communication mechanisms;</li> <li>2. Provide access to training for supervisors and managers in collaboration with the EAP;</li> <li>3. Refer employees to drug testing and/or substance abuse treatment or education when appropriate, facilitate arrangements for testing when there is reasonable suspicion, and consult with departments on individual work arrangements for approved returning employees;</li> <li>4. Write an individual work agreement when appropriate.</li> </ol>
Ohio State EAP	<ol style="list-style-type: none"> <li>1. Provide a drug-free workplace awareness program;</li> <li>2. Provide counseling and assessment for faculty and staff.</li> </ol>
Department	<ol style="list-style-type: none"> <li>1. Supervisors with reasonable suspicion that an employee’s unsatisfactory work performance may be a result of a violation of this policy should fully document the job performance issues and review the situation with their department manager or senior-level administrator. With the agreement of Office of Human Resources and the senior-level administrator, supervisors should make a confidential referral of the employee to the EAP;</li> <li>2. Supervisors must follow the reasonable suspicion testing process which requires a witness (such as another supervisor, manager or human resource professional) to determine if a drug/alcohol test is merited;</li> <li>3. If an employee self-reports a substance abuse problem or issue, the department should refer the employee to the EAP;</li> </ol>

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	<ol style="list-style-type: none"> <li>4. Take corrective action as appropriate after consultation with the Office of Human Resources;</li> <li>5. Provide appropriate supervision for employees in accordance with return-to-work agreements;</li> <li>6. Within thirty days of notification of a criminal drug statute conviction, the department, in consultation with Office of Human Resources will take the appropriate personnel action including required participation in a substance abuse education/rehabilitation program or discipline up to, and including, termination;</li> </ol>
Employee	<ol style="list-style-type: none"> <li>1. Employees are expected to refrain from illegally using drugs or illegal substances at all times and refrain from being under the influence of alcohol or illegal substances while at work;</li> <li>2. Federal regulations require that all employees report any drug- or alcohol-related convictions occurring in the workplace to their employer. Employees must self-report these convictions to the Office of Human Resources within five calendar days of a guilty verdict or a plea of no-contest. This information may subject the employee to disciplinary action and may be reported to the appropriate licensing authority;</li> <li>3. Report any drug-free workplace policy violation that you observe to Safety &amp; Security.</li> </ol>

### Resources

- [Alcohol and Other Drugs, Policy 1.1.25](#)
- [Drug-free Workplace Policy FAQ](#)
- [Reasonable suspicion testing process](#)

### Contacts

Subject	Office	Telephone	E-mail/URL
Policy and procedural matters	Office of Human Resources	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>
Counseling and support for faculty and staff	Employee Assistance Program	800-678-6265 24/7/365	<a href="https://osuhealthplan.com/programs-and-services/eap">https://osuhealthplan.com/programs-and-services/eap</a>

### History

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