

Drug-Free Workplace

Lake Land College recognizes that substance abuse poses a serious threat to the College's goal of providing a safe and productive workplace for all employees. In order to provide a workplace free of drugs, the Lake Land College Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and alcohol while on Lake Land College owned or supervised property, and while on College business. Employees are also prohibited from using alcohol during the course of their duties while on Lake Land College owned or supervised grounds, including meal periods and breaks. The only exception will be for participants attending reception, cultural, conference or convention type activities as a representative of the college per provisions of Board Policy 11.12. Employees are further prohibited from reporting to work while under the influence of alcohol or illegal drugs.

Furthermore, any employee, if convicted of a criminal drug offense that occurred in the workplace, shall, within five (5) days of the conviction, notify the Director of Human Resources of said conviction. Upon notification, the Director of Personnel shall inform the federal government of the conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

An employee who violates any aspect of this policy statement will be subject to disciplinary action up to and including discharge and referral for prosecution. Additionally, if deemed appropriate by the College under the particular circumstances, an employee who violates this policy statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the College. The Board supports the drug and alcohol awareness workshops and seminars, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which are periodically offered to employees free of charge under the direction of Health Services. The Board also supports the Health Services' efforts to

make substance abuse information available to employees and students.¹

¹ See Board Policy 05.10

Adopted November 9, 1998
Revised June 8, 2015