



Lyndon State College
Policies and Procedures

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TITLE: DRUG-FREE WORKPLACE

X Policy **X Procedure** Rule Regulation Form

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1.0 Introduction

Drug abuse is a serious and complex public health problem that can negatively affect the productive, personal, and family lives of employees and the stability of Lyndon State College. Lyndon is committed to addressing the problems of drug abuse in order to ensure the safety of the working environment, employees, students, and the public, and to provide employees with access to necessary treatment and rehabilitation assistance.

2.0 Policy

Lyndon State College condemns the use of illicit drugs. The unlawful manufacture, possession, distribution, dispensing, or use of controlled substances is strictly prohibited on College property or at any College function or activity controlled or sponsored by the College.

3.0 Procedure

Employees and students of any institution of higher education that receives federal grant monies are required to self-disclose any criminal drug statute conviction resulting from any infraction of the law occurring in the workplace no later than five calendar days after such conviction. Within ten calendar days after receiving notice from a student or employee, the College must notify the Department of Education with reference to the specific grant(s) affected. In addition, the College will, within 30 days of receiving a self-disclosure, either:

- Take the appropriate personnel or disciplinary action, up to and including probation, suspension, or termination of employment; or
- Require mandatory participation in drug abuse assistance or rehabilitation programs.