

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 39**  
**TITLE: DRUG-FREE WORKPLACE**

**Effective Date: November 10, 2005**

**Amended:**

**Repealed:**

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Pierpont Community & Technical College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on campus. Employees and students who violate this prohibition are subject to disciplinary action including termination/expulsion.

As a condition of employment, an employee will abide by the terms of this policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. If employment is under a federal grant, the director of the grant will notify the granting agency within ten days after receiving a notice from an employee of any violation and conviction.

Within thirty days after receiving notice of conviction of an employee, Pierpont will:

1. Take appropriate action against such an employee, up to and including termination,

OR

2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other agency.

Employees and students will be informed about the dangers of drug abuse in the workplace and on campus; about available drug counseling, rehabilitation, and employee assistance programs; about the institutional policy of maintaining a drug-free workplace; and the penalties that may be imposed upon employees and students for drug abuse violations occurring on campus.

Through the implementation of this policy, Pierpont will continue its good faith effort to maintain a drug-free workplace and campus.