

Claremont McKenna College Drug-Free Workplace Policy

In compliance with federal law, Claremont McKenna College establishes a Drug-Free Workplace Policy effective immediately. The unlawful manufacture, distribution, possession, sale, offer to sell, purchase and/or use of controlled substances in the workplace is prohibited. These controlled substances include, but are not limited to, marijuana, heroin, cocaine, and amphetamines.

The provisions of the Act do not require employees or students to undergo drug screening or testing.

The safety and health of our faculty, staff, and students is a primary concern of the College. It is well known that substance abuse and dependency can lead to work-related accidents caused by impaired judgment, inability to operate equipment properly, and other similar situations. Employees who are under the influence are a danger to both themselves and others with whom they work. When they do not cause actual harm, they present a source of concern and a demoralizing effect on other employees. In addition, substance abusers are not always on the job because of ill health and are more likely to be absent from work, be on workers' compensation, or disability leave.

The cost on the employees and the employer is inestimable. While there is no doubt that substance abusers cost employers, the effect on the College environment should not be underestimated.

The purpose of this policy is (1) to state rules governing substance abuse in the workplace; (2) to present disciplinary procedures, and (3) to offer recommendations for rehabilitation and treatment.

Rules Governing Substance Abuse at Work/Disciplinary Procedures:

1. As a condition of employment and continued employment, all employees of Claremont McKenna College (faculty, administration, staff, and student employees) are required to adhere to this policy.
2. All employees should be provided with a copy of this policy, especially those employed in grant and contract projects, students receiving federal funds, and other segments of the employee/student population.
3. All employees are prohibited from possessing/using illegal drugs during office hours and while on the premises.
4. Employees who unlawfully manufacture, distribute, sell, offer to sell, dispense, possess, purchase or use controlled substances in the workplace shall be subject to discipline, up to and including termination.
5. Supervisors will be responsible for reporting to the Director of Human Resources of the College any conviction of any employee as a result of a drug violation. Reports concerning students' conviction(s) will be reported to the Director of Financial Aid.
6. Employees convicted of drug offenses in the workplace will be required to participate in a rehabilitation program.

Drug Awareness Program/Rehabilitation

1. The Claremont Colleges sponsor several campus programs on drug awareness for all members of the community. Supervisors are encouraged to urge their employees to attend such presentations.
2. *Well, Well, Well*, a newsletter published four times a year serves as an information vehicle for community health education. That newsletter is distributed to all students, faculty, and staff.
3. *Staff News*, an employee newsletter issued two times a year through CUC, will regularly feature articles on drug awareness.

4. A network of referrals and support groups is available to employees who are concerned about problems of substance abuse and rehabilitation. This information is available from the Director of Human Resources.
5. Each of The Claremont Colleges has indicated that it will adopt a policy similar to this statement.

The Policy for a Drug-Free Workplace

The intent of this policy is to help establish and maintain a safe College environment for students, faculty, and staff; it is also required by law. Additionally, the College hopes it will provide a referral service to assist in rehabilitation of students or employees seeking help.

The "Drug-Free Workplace Act" defines the employer's obligation to maintain a "drug-free workplace" both in terms of procedure and compliance. It also defines the result for non-compliance. Meeting the certification requirements will be a pre-condition to receiving federal monies, including federal student employment or scholarship funds.