

**CLOVER PARK TECHNICAL COLLEGE  
POLICY & PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY:	
2	4	DRUG-FREE WORKPLACE	Adopted: 1992	Revised: 2004 2007 2009

**POLICY**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 702) requires organizations and persons contracting with the federal government and those receiving federal financial assistance to certify they will provide a drug-free workplace. Although the act requires organizations and persons to provide a drug-free workplace which encompasses the activity concerned with the federal contract or grant, Clover Park Technical College has determined the entire campus should be drug free.

Any person violating the Drug-Free Workplace policy will be subject to the institutional policy and/or collective bargaining agreement applicable to that individual.

**PROCEDURE**

- A. Definitions:** A controlled substance is defined by the State of Washington in RCW 69.50.101, <http://apps.leg.wa.gov/RCW/default.aspx?cite=69.50.101>, and by federal law in 21 U.S.C. § 802, <http://www.usdoj.gov/dea/pubs/csa/802.htm>.
- B. Procedures:** The College will make a good faith effort to maintain a drug-free workplace through compliance with the Drug-Free Workplace Act of 1988.
1. Illegal manufacturing, distribution, dispensation, possession, or use of controlled substances in or on the College campus or any other college workplace is prohibited. An employee who violates the terms of this policy shall be subject to corrective and/or disciplinary action, up to and including termination, or may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
  2. As a condition of employment, all college employees must abide by the terms of this policy and, in addition, must report to the Chief Human Resources Officer any conviction under a criminal drug statute for violation occurring in the college workplace no later than five (5) days after such conviction. The College shall, as required by the act, report such convictions to the contracting or granting federal agency within ten (10) days of receipt of the report.

APPROVAL:	
Public Forum Date: <u>Feb. 6, 2007</u>	
Committee: By: <u>JR Juttie</u>	Date: <u>12-2-09 mtng.</u>
President Approval: <u>[Signature]</u>	Date: <u>12/14/09</u>