



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.15	Drug-Free Work Place for Classified Employees	07/01/07	

### 1.0 Purpose

To define this procedures related to maintaining a drug-free work place at Bainbridge College.

### 2.0 Policy

Bainbridge College expects every employee to meet appropriate standards of work performance, to observe basic rules of good conduct and to comply with institutional Personnel Policies and Procedures. In the discharge of its responsibilities as an employer, Bainbridge College aggressively promotes and requires a drug-free work place among its employees.

### 3.0 Work Rules

- 3.1 The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by Bainbridge College employees is prohibited by Institutional Personnel Policy. Appropriate disciplinary action as described in the following policy sections will be imposed on employees who violate Institutional Personnel Policies pertaining to illegal drugs.
- 3.2 Conviction of felony or misdemeanor charge either on or off duty which involves the manufacture, distribution, possession or use of illegal drugs, may result in employee discharge or suspension. An employee who is convicted or who admits guilt of any such offense in a court proceeding shall be suspended for not less than two months or dismissed from employment.
- 3.3 If employees who violate the work rules and whose violation is related to a substance abuse problem voluntarily enter, participate in and complete successfully a rehabilitation program, these facts may be considered by the institution in deciding what disciplinary action will be taken for such violation, if any.
- 3.4 Employees who are convicted of a drug offense occurring in the work place must notify the Human Resources office, in writing, within five days of the conviction. Failure to notify Human Resources within five days of the conviction constitutes a separate disciplinary offense for which additional punishment may be imposed.