

REVIEWED: October 10, 2018

REVISION ADOPTED: March 13, 2002

BOARD POLICY ADOPTED: July 10, 1996

SERIES NUMBER: 416.1

TITLE: **Personnel**

 Drug-Free Workplace

The District is committed to the purposes and objectives of the federal Drug-Free Workplace Act of 1988 and intends to comply in all respects with the provisions of such Act and with the requirements of the regulations promulgated thereunder, in order to assure a drug-free workplace for all employees. Accordingly, the following policies are adopted for purposes of achieving and maintaining a drug-free workplace environment:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent to provide a drug-free, healthful, safe, and secure work environment.

2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on District premises or while conducting District business off District premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may also result in criminal charges and sanctions. Employees must, as a condition of employment, abide by the terms of this policy statement and must report any conviction under any criminal drug statute for violations occurring on or off District premises

while conducting District business. A report of such conviction must be made within five (5) days after the conviction.

3. The District recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek help and utilize our health insurance plans, as appropriate.
4. All employees engaged in the performance of any grant from a federal agency will be given a copy of the Policy Statement set forth in paragraph 2 above.
5. It will be the responsibility of the District administration to see that all employees are informed about the dangers of drug abuse in the workplace, about this policy statement and about any available drug counseling, rehabilitation and employer assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
6. The District administration will notify any federal agency from whom grants have been received within ten (10) days after receiving notice of a conviction as provided in paragraph 2 above or otherwise receiving actual notice of such conviction.

REVIEWED: October 10, 2018

REVISION ADOPTED: October 10, 2018

BOARD POLICY ADOPTED: May 3, 1989

SERIES NUMBER: 416.2

TITLE: **Personnel**

 Drug-Free Schools and Campuses

Iowa Valley Community College District (IVCCD) is committed to compliance with all state and federal laws by prohibiting the possession, use and distribution of alcoholic beverages by persons under the legal age and illegal drugs by any person on any campus, at District-sponsored events, and in District-managed property. The District recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees desiring help in dealing with such problems are encouraged to take advantage of available drug and alcohol counseling treatment

It is the policy of the Board to prohibit the consumption or possession of alcohol at District-sponsored events unless expressly authorized by the Chancellor or designee. Administrative discretion will be exercised in the approval of the location of authorized activities, as such decision pertains to the nature of the group and event involved. The personal or individual purchase or use of alcoholic beverages by individuals of legal age attending District-authorized activities is a personal and individual responsibility.

The District will impose appropriate disciplinary sanctions on employees up to and including termination for violation of the standard of conduct referred to above. In addition, the

