

	POLICY	Motion No.	EXEC 1001-2024
	Alcohol and Drug Free Workplace	Effective Date	February 20, 2024
		Responsible Department	Human Resources
		Attorney Review / Date	March 2016

Pennsylvania Highlands Community College will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances including alcohol. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs, or alcohol is prohibited on College property. Alcohol may be served on College property with permission of the College President, but under no circumstances at a student event.

All candidates for full-time and part-time employment must successfully pass a screen for illegal drugs prior to starting employment. Any offer of employment is contingent upon successful completion of all required pre-employment drug testing. Candidates for employment who do not pass the required screening of illegal drugs will not be considered for employment with Pennsylvania Highlands Community College.

Pursuant to applicable College procedures governing employee discipline and negotiated labor agreements, any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, or under the influence of drugs and/or alcohol or when working for the College will be subject to disciplinary action up to and including dismissal. At College events, which have President approval to serve alcohol, employees are permitted to consume safe amounts of alcohol if legally eligible to do so.

If the College determines there is reasonable concern that an employee is impaired by the use of drugs or substances (e.g., OTC, prescription) and/or alcohol while working, the employee may be screened for drug and/or alcohol use. A drug or alcohol screen may also be ordered at the College's discretion following any workplace accident.

The College will not shield or protect its members from legal consequences of these actions and will cooperate fully in investigation and prosecution of these cases. College disciplinary sanctions shall be made independently for the same violation.

As a condition of employment, all employees must abide by this policy, and any employee who is convicted of any drug violation in the workplace must inform Human Resources within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

At the College's option, the College may require that the employee enter a drug-abuse or rehabilitation program within thirty (30) days of the positive screen.. Although the use/abuse of alcohol and other drugs at the workplace will not be tolerated, the employee will be encouraged to utilize the opportunity to get help.

As required by Title IV, the provisions of this policy will be disseminated to all employees through the employee intranet at the time of hire and will be annually distributed electronically.

Effective Date	Motion Number	Document Author	Description of Change
2/20/2024	EXEC 1001-2024	Human Resources	Revised policy for clarification and expectations.
4/05/2017		Human Resources	Editorial Changes
6/28/2016	EXEC 1013-2016	Human Resources	Drug Screening for Employment Candidates and Reasonable Concern
6/26/2012	EXEC 1017-2012	Human Resources	Additional Language Added
5/01/2010	Policy # 205	Human Resources	Initial Release