

DRUG AND ALCOHOL ABUSE POLICY

Victoria College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for all employees and students. Studies have shown that substance abuse increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor morale and damage to the college's reputation. It is our intent to provide a better place to study and work through upgrading the mental and physical health of the total college community.

An "illegal drug" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term "illegal drug" includes all illegal drugs, dangerous drugs and controlled substances defined and listed in Chapter 481 of the Texas Health and Safety Code (Texas Controlled Substances Act). The college prohibits the unlawful manufacture, sale, distribution, dispensation, possession, use or consumption of controlled substances, inhalants, and/or alcohol in the workplace or educational environment. Victoria College employees are prohibited from reporting to work or performing work related duties while under the influence of illegal drugs or alcohol. An individual need not be legally intoxicated to be considered "under the influence of a controlled substance or alcohol."

This practice applies to all students and employees of Victoria College, as well as college visitors, contractors and all other persons occupying space in and around office buildings, facilities or grounds over which it has custody and control, including but not limited to rentals and leasing of college facilities.

Victoria College recognizes that alcoholism and drug dependency are illnesses and will provide information to any employee or student seeking assistance when behavioral problems begin to affect an employee's work or a student's academic performance, and these appear to be the result of drug or alcohol abuse. The individual may be referred to Advising & Counseling Services for information on Drugs/Alcohol and/or to local community professionals and service agencies.

Employees may be allowed to use accumulated leave for the purpose of treatment or rehabilitation. Benefits eligible employees may contact the Human Resources Department for information on the behavioral health coverage that is included in the employee health plan. The employee or student shall be responsible for any cost and/or fees incurred for professional services. Information or medical records provided to the college by an employee or student concerning a personal diagnosis or treatment will be kept strictly confidential.

Reporting Convictions of Drug Violations

As a condition of employment and/or student enrollment with Victoria College, or as a condition of receiving or continuing to receive a federal grant or any other form of financial assistance, each person affected shall abide by the reporting requirements and prohibitions set forth below, by the Drug Free Workplace Act.

According to the Act, in regards to employment, all employees are required to notify the college President, in writing, of any criminal drug statute conviction for a violation occurring in the workplace or educational environment no later than five (5) days after such conviction. The Human Resources Department of the college is required to notify the appropriate federal agency within ten (10) days after receiving notice from the employee of a conviction under the criminal drug statutes.

As a condition of employment and/or student enrollment, the College is required to take appropriate disciplinary action, up to and including termination and/or expulsion, against the employee or student within thirty (30) days of receiving notice of conviction for a criminal drug statute violation occurring in the workplace or educational environment.

Reasonable Suspicion

During employment, if Victoria College has reasonable suspicion that an employee is under the influence, while at work, due to suspected use of illegal drugs, misuse of prescription drugs or alcohol, the employee will be required to submit to a drug/alcohol test. Appropriate test detection levels will determine "under the influence". Victoria College may use a positive test result for drugs and/or alcohol to determine discipline up to and including termination of employment. Refusal to submit to such a required test may also result in termination.

Notification

Each employee and all students shall be given a copy, or provided access to a web version, of the college's policy on drug and alcohol.