

Drug-Free Workplace

Adopted: March 20, 1984

Reviewed: March 2024

Revised: April 9, 2024

It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, alcohol, or abuse of prescription medication on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

The College recognizes drug and alcohol dependency as an illness and a major health problem. The College also recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance plans as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of the above policy and report any arrest under a criminal drug statute for violations occurring on College premises and/or while conducting College business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

Referral and Counseling Services

NIACC recognizes that substance abuse is a treatable disease and encourages employees and students to voluntarily seek evaluation and treatment when they have concerns about their use of substances.

Employees may contact Connections EAP for counseling and treatment resources. The EAP phone is personally answered by trained EAP professionals 24/7 at 800.779.6125.

EAP Website: www.connectionseap.com

username – niacemp

password – eap

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Substance Abuse and Addiction Information and Treatment (In/Out patient)

Alcoholic Anonymous 641-423-6266

Al-Anon 641-423-1070 Fountain Centers Albert Lea 1-800-533-1616

Service Information – Support Groups

Prairie Ridge Centers

Mason City 641-424-2391

Algona 515-295-5158

Charles City 641-228-7453

Hampton 641-456-2365

Forest City 641-585-2060

Drop-In Center (Mason City) 641-243-7298

Substance Abuse & Mental Health Services Administration (SAMHSA) Hotline: 1-800-662-4357

Your Life Iowa: 1-855-581-8111

Call, Text, or Chat: www.yourlifeiowa.org

No employee will be terminated or suspended for seeking help and/or accepting diagnosis and treatment of substance abuse. If an employee refuses treatment or continually does not respond to treatment, they may be subject to disciplinary action up to and including discharge.

Required Actions Against Employees Convicted of Drug Offenses in the Workplace

Within 30 calendar days after learning of an employee's conviction for drug activity in the workplace, the College must take appropriate personnel action against the employee. The regulations do not mandate the particular course of action an employer must take against an employee convicted of drug activity in the workplace, but leaves the specific disciplinary action or treatment to the discretion of the College. Therefore, the College may determine what action to take against a convicted employee on a case-by-case basis. Sanctions may range from discharge of the employee to satisfactory participation in a drug abuse rehabilitation program.

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Drug and Alcohol Testing

1. General Policy: Employees and applicants who have been offered a position who operate a College vehicle requiring a commercial driver's license to operate and the vehicle has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross weight rating of more than 10,000 pounds; has a gross vehicle weight rating of 26,001 or more pounds; is designed to transport 16 or more passengers, including the driver; or is transporting hazardous materials requiring placards.
2. Testing Situations: Employees operating a College vehicle as described above are subject to pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate College vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform safety-sensitive functions.
3. Alcohol Consumption: Employees operating College vehicles shall not perform a safety-sensitive function within four hours of using alcohol.
4. Violation: Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including discharge. A second violation of this policy shall result in termination.
5. Administrative Policy: It is the responsibility of the President or designee to develop administrative regulation to implement this policy. The President or designee shall inform applicable current employees of the requirement for drug and alcohol testing. The President or designee shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment and personally at the first interview with the applicant.
6. Policy Distribution: The President or designee shall be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating College vehicles. The President or designee shall also oversee a substance-free

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awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.