

## Introduction

Community Colleges of Spokane (CCS) is committed to maintaining an environment free of crime, illicit drug use and alcohol abuse. Use and abuse of alcohol and drugs has a detrimental effect on the productivity, attendance, and health of our work force. As an employer, we must be vigilant to protect the safety and welfare of our students and the public with whom we interact and the employees with whom we work.

### Drug Free Workplace: The Policy and You

CCS will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, Board Policy 2.30.03. The Federal Drug-Free Workplace Act of 1988, a part of the Omnibus Drug Act (P.L. 100-690) requires Community Colleges of Spokane, as a recipient of federal grants and contracts, to implement a drug free workplace program and take other specific steps to avoid suspension or termination of funding.

CCS recognizes drug dependency to be an illness and a major health problem. In the interest of providing a healthy, safe, and secure educational and work environment, and in order to meet the requirements of this legislation, it is the policy of CCS to maintain a drug-free workplace for our employees and students.

The drug-free awareness program is designed to inform employees about:

- The dangers of drug abuse in the workplace;
- The district's policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation and employee assistance programs; and
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

### Rules of Conduct Regarding Alcohol and Drugs

Pursuant to RCW 28B.50.140, the board of trustees is empowered to adopt rules and policies regarding the operation of CCS. Over the past several years, the board has adopted the following policy and rules regarding alcohol, drugs, firearms and other dangerous instrumentalities and mandated strict compliance with both the letter and intent.

### Drug Free Workplace, Board Policy 2.30.03

"The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Community Colleges of Spokane shall not be tolerated and, pursuant to this policy, shall be prohibited. Employees engaging in such activities shall be subject to disciplinary actions, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination. It shall be the responsibility of the chief executive officer to develop and implement a drug-free awareness information program and to establish procedures ensuring that all employees are notified of the drug-free policy and as a condition of employment agree to abide by the policy and implementing procedures."

[Adopted 06/20/89, Revised 06/21/05]

While it is the policy of the community colleges to assist employees to seek treatment for drug or alcohol dependency, any employee committing criminal acts or participation in the unlawful use of drugs or alcohol on any property under the control of Community Colleges of Spokane or participating in any sponsored activity shall immediately be subject to the rules and regulations concerning such acts and shall be referred to appropriate authorities for prosecution.

### The Employee's Responsibility

All employees are given a copy of Community Colleges of Spokane's Administrative Procedure 2.30.03-A Drug-Free Workplace and must abide by the policy as a condition of employment.

Disciplinary action may be taken for a violation of any provision of this policy. All CCS employees shall:

- Not report to work while his/her ability to perform job duties is impaired due to on- or off-duty controlled substance use.
- Not possess or use controlled substances during working hours or at any time while on district property or using district vehicles or equipment.
- Not directly or through a third party sell or provide controlled substances to any person, while on- or off-duty.
- Provide as soon as practical, but no later than 72 hours after request, a bona fide verification of a current valid prescription for any potentially impairing drug or medication. The prescription must be in the employee's name.

In accordance with the federal law, CCS requires that an employee who is convicted under criminal drug statute for any violation occurring in the workplace, or while conducting CCS business, must report such conviction to your supervisor, no later than five days after the conviction.

If the person is employed under a federally sponsored grant or contract, CCS shall notify the sponsoring agency within 10 days of receiving notice that the employee has been convicted of a drug statute violation in the workplace.

### Penalties for Drug Violation Conviction

For any employee who is convicted of violation of a criminal drug statute in the workplace, CCS will require satisfactory participation in a state-certified drug abuse assistance or rehabilitation program, or will take disciplinary action.

Disciplinary action, in accordance with Higher Education Personnel Board rules, collective bargaining unit agreement, tenure laws, or other policies of the institution may result in suspension or termination for employment or other appropriate personnel actions.

### Legal Sanctions Regarding Unlawful Possession and Use of Alcohol and Other Controlled Substances

A general reference to legal sanctions is available from the Human Resources Office, at Community Colleges of Spokane, 501 N. Riverpoint Blvd., MS 1004, and PO Box 6000, Spokane, WA 99217-6000.

### Imposition of Sanctions

Violation of applicable rules of conduct by employees may subject the employee to disciplinary actions ranging from reprimand to dismissal. Any disciplinary action taken will be in accordance with pertinent rules, laws and negotiated agreements applicable to the employee's status.

Employees suspected of violation of federal, state and local laws will be referred to local authorities for investigation and possible prosecution.

### The Dangers of Drug Abuse in the Workplace

Illegal drug use in the workplace endangers fellow workers, security, public safety, and the morals and productivity of our institution and our community.

- Drug users are three times more likely than nonusers to injure themselves or co-workers in on-the-job accidents.
- Drug users are absent from work twice as often and incur three times the average level of sickness costs as nonusers.

The use of illegal drugs can result in a wide spectrum of extremely serious health problems, including disruption of heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, pulmonary damage, and in the most serious instances, heart attack, stroke and sudden death.

- Approximately 25 percent of all victims of AIDS acquired the disease through intravenous drug use.
- There is a strong link between teenage suicide and the use of illegal drugs.
- Approximately 10 to 15 percent of all highway fatalities involve drug use.
- It is estimated that 15 percent of American workers have their productivity impaired by substance abuse.

### Impact to Performance and Productivity

- Inconsistent work quality;
- Poor concentration;
- Lowered productivity;
- Increased absenteeism;
- Unexplained disappearances from the jobsite;
- Carelessness, mistakes;
- Errors in judgment; needless risk taking;
- Disregard for safety; and
- Extended lunch periods and early departures.

### Effect on Behavior

- Frequent financial problems;
- Avoidance of friends and colleagues;
- Blaming others for own problems and shortcomings;
- Complaints about problems at home;
- Deterioration in personal appearance; and
- Complaints and excuses of vaguely defined illnesses.

## Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and if untreated, early death.

Cocaine provides a short-lived “high” followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative “crack” are evidenced daily through the news media.

Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.

Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the “high” may last only short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to understand abstract concepts. In some instances it can depress the immune system. Increase the risk of heart attack, contribute to lung diseases and cause infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc. can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death.

Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc. can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary/ hallucinatory episodes, psychosis and possible death.

Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Prescription drugs, used improperly, can cause tiredness or hyperactivity, impaired reflexes, brain damage, and in some instances, addiction or death.

Alcohol, used abusively, will impair judgment, result in anxiety, and feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer, psychological learning and memory problems, and dependency in the form of alcoholism. Alcohol use by pregnant women is the leading preventable cause of mental retardation in children.

### Available Counseling and Treatment Programs

Employees who need assistance are encouraged to use resources available through the various state health insurance plans and the seek advice from the Employee Assistance Program 1-877-313-4455

### Additional Resources

#### Department Social and Health Services (DSHS)

[www.dshs.wa.gov/mental-health-and-addiction-services](http://www.dshs.wa.gov/mental-health-and-addiction-services)

#### Washington Recovery Helpline

[www.warecoveryhelpline.org/](http://www.warecoveryhelpline.org/)

#### Alcoholics Anonymous

[www.aa.org/](http://www.aa.org/)

### For More Information

Community Colleges of Spokane has certified, pursuant to the Drug-Free Workplace Act of 1988, that it will provide a drug-free workplace for all employees. For specific information on the certification regulations, the employee should refer to the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

For information about Drug and Alcohol Abuse prevention, please visit: <https://ccs.spokane.edu/About-us/Public-Disclosures/Right-to-Know>

## Employee Assistance Program



The State of Washington’s Employee Assistance Program (EAP) is a confidential voluntary service available to CCS employees and their adult family members to provide resources to resolve personal or work-related problems and to assist employees in maintaining their health and well-being.

The State of Washington and CCS recognize that a wide range of problems, not directly associated with an employee’s work, may have an adverse effect on an employee’s job performance and health. Further, personal problems of a family member may also effect an employee’s job performance.

The EAP program offers assistance on a broad range of issues – marital or family discord, distress, alcohol or drug abuse, legal problems or other concerns. These problems are recognized as progressive and potentially destructive, but they are also recognized as treatable disorders.

Any employee who may experience a problem of this type is encouraged to seek information and assistance on a confidential basis by contacting EAP at 1-877-313-4455. Using your EAP does not cost you anything.



Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities and employment. Please direct all inquiries regarding compliance with access, equal opportunity and/or grievances to chief administration officer, CCS, 501 N Riverpoint Blvd, PO Box 6000, MS1004, Spokane WA 99217-6000 or call 509-434-5037, SCC TTY 533-8610/VP 866-948-2811, SFCC TTY 533-3838/VP 509-315-2310. Marketing and Public Relations August 2018 18-134 J

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