

Southeastern Illinois College has implemented a zero tolerance drug and alcohol abuse policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental effect on employees' health, job performance, safety and efficiency. This policy also expresses the College's desire to satisfy the requirements of the federal and state Drug Free Workplace Act (41 USCA § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the College has resolved to maintain a drug and alcohol free workplace.

The purpose of this policy is to inform employees of the College's investigation, treatment and disciplinary policy relating to drugs and alcohol. As such, full-time employees are expected to comply with and abide by these policies.

Employees may not report to work or engage in any College-related work or activities while under the influence or in the possession of alcohol or illegal drugs, including marijuana.

Employees who are using prescription drugs that may have adverse side effects on their job performance should inform their supervisor as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor the possible side effects of the drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving illegal drugs at work. Violators may be subject to immediate disciplinary action. Any sale or purchase of illegal drugs during work will be treated as gross misconduct, subject to appropriate disciplinary action up to and including immediate discharge for the first offense.

Employees who are aware of the possession or use of alcohol or illegal drugs, including marijuana, by another employee in violation of this policy are required to report the matter to the Vice President of Academic Affairs, a Dean, a Supervisor, or the Director of Human Resources.

Adopted:

Amended: August 13, 2019

Legal Ref: Drug Free Workplace Act (41 USCA § 701 *et seq.* and 30 ILCS 580/1 *et seq.*)

Cross Ref: Board Policy 6005; Board Policy 6003