

CAMDEN COUNTY COLLEGE

Board of Trustees Policy

Subject: Drug and Alcohol Free Workplace	Number: 341	Page 1	Of 3
	Date: June 23, 2023		
	Supersedes: January 8, 2019, February 28, 1995		
	Last Reviewed: June 23, 2023		

Purpose

Camden County College is committed to providing a safe, drug and alcohol free workplace for all employees and to fully complying with local, state and federal statutes. Moreover, the College is required to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Committees Act Amendment of 1989, Public Law 101-226, 20 United States Code, Section 701 and 702, and 34 Code of Federal Regulations Part 86, as well as other relevant substance abuse laws.

Scope

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, drug-related paraphernalia, and of alcohol pose a threat to the health and safety of all employees and is prohibited on any College campus or location where College instruction or services are offered. Therefore, the College will not tolerate any employee possessing, using, manufacturing, distributing or being under the influence of controlled substances or alcohol while working or representing the College or at any time on any College property. Medical Cannabis and Regulated Cannabis, while legally permitted in New Jersey, are prohibited at the College, regardless of a valid prescription, due to provisions in the Drug Free Workplace Act of 1988. The Drug Free Workplace Act applies to the College as the recipient of federal grants, regardless of grant size or place where grant-funded activity occurs. Additionally, the abuse, improper use or impairing effect of any legal, non-prescription or prescription substances is not permitted while working or representing the College or on College property. All employees are hereby notified that as a condition of employment, they must abide by the terms of this policy. Any employee violating this policy is subject to immediate disciplinary action, up to and including termination.

● Health Risks

Numerous health risks have been identified with substance abuse. Abusers can lose resistance to disease, develop heart problems, contract infections, or become malnourished, physically exhausted, and even die.

Reality is often distorted, reactions may be slower, and the risk of accidents can increase. Extended substance abuse can cause coma, respiratory arrest, and convulsions. Injected drugs increase the risk for infectious diseases such as hepatitis and AIDS. Body systems are affected. The liver, lungs and heart are damaged. For women, there is an increase in birth defects associated with use during pregnancy.

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- **Testing**

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's conduct or work performance causes a reasonable suspicion that the employee is impaired in some fashion due to current intoxication or use of a controlled substance, whether prescribed or not. Work-related incidents that result in either an injury or damage to College property can form the basis for reasonable suspicion and may require alcohol, drug and controlled substance testing. Refusal to submit to testing when requested is considered a violation of this policy, and the appropriate disciplinary action will be taken which could result in termination.

All employees have an obligation to ensure that everyone adheres to this policy, and should immediately report suspicious behavior, since that could potentially cause injury or harm to themselves or others, to their immediate supervisor who will in turn report the observation to the appropriate College personnel. Supervisors and department heads are required to institute testing and do not have the option of sending the employee home as an alternative. Public Safety shall provide escort to and from the testing facility. At no point should such an employee be authorized to operate any vehicle.

- **Legal Sanctions**

In addition to sanctions imposed by the College for violation of this policy, an employee may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violation of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation, and in the case of alcohol, the age of the person involved. The College will refer violations to legal authorities when deemed appropriate.

- **Conviction**

If an employee is convicted of a criminal offense relating to controlled substances, the employee must disclose that fact to Human Resources within five days after such conviction. The College will, in turn, notify the federal agency providing funds for a program in which the convicted employee is employed within ten days of receipt of notification of conviction.

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Any employee convicted of a criminal offense relating to controlled substances occurring in the workplace or off campus while conducting College business, shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, and/or face disciplinary action which could result in termination.

● **Resources**

Employees who believe they may have a drug or alcohol abuse problem may seek assistance through the College's EAP provider and/or the College's medical insurance program. Employees may obtain information on these services by contacting our Benefits Manager in the Office of Human Resources. Additional information and services can be found on the County of Camden's website.

Authority

At the direction of the President, it is the responsibility of department heads to ensure compliance with this College policy.