

SOUTHERN UNION STATE COMMUNITY COLLEGE

MEMORANDUM

TO: All Personnel
RE: Drug-Free Workplace Policy

As a recipient of federal funding, we are required by the Drug-Free Workplace Act of 1988, Public Law No. 100-690, to implement an institutional policy to maintain a drug-free workplace. The attached has been approved by the Chancellor of Postsecondary Education and adopted as our current policy.

Compliance with the law requires that each employee of the College receive a copy of the Drug-Free Workplace Policy and that they certify receipt and reading of the policy. Therefore, we request that you sign below and return it to the Office of Human Resources for inclusion in your personnel file.

If you have any questions concerning the policy, please contact my office.

Sign below certifying that you have received a copy of the Southern Union State Community College Drug-Free Workplace Policy and you have read same.

Employee's Signature

Date

SH/lm

Attachment

SOUTHERN UNION STATE COMMUNITY COLLEGE

Wadley Campus
P. O. Box 1000
Wadley, AL 36276
256/395-2211

Opelika Campus
1701 LaFayette Pkwy.
Opelika, AL 36801
334/745-6437

Valley Campus
Fob James Drive
Valley, AL 36854
334/756-4151

SOUTHERN UNION STATE COMMUNITY COLLEGE

DRUG-FREE WORKPLACE POLICY

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Southern Union State Community College.

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited by Southern Union State Community College on any property owned, leased, or controlled by Southern Union State Community College or during any activity conducted, sponsored, or authorized by or on behalf of Southern Union State Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)
2. Southern Union State Community College has and shall maintain a drug-free awareness program in inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. Southern Union State Community College’s policy of maintaining a drug-free workplace;
 - C. Any available drug counseling, rehabilitation, and employee assistance programs;
 - D. The penalties that may be imposed upon employees for drug abuse violations.
3. All employees of Southern Union State Community College shall comply with paragraph 1 above.
4. Any employee who is convicted by any Federal or State Court of an offense which constitutes a violation of paragraph 1 above shall notify the President of Southern Union State Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.”
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Southern Union State Community College shall notify in writing ten (10) days any federal agency to whom such notification by Southern Union State Community College is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Southern Union State Community College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. Southern Union State Community College shall make a good faith effort to ensure that paragraph 1-6 above, are followed.
8. Each employee of Southern Union State Community College shall receive a copy of this policy.

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