

## **CONTROLLED SUBSTANCE AND ALCOHOL-FREE WORKPLACE AND COLLEGE PREMISES POLICY**

### **1.0 POLICY:**

**The College of Micronesia-FSM prohibits** unlawful manufacturing, distribution, dispensing, possession or use of illicit **controlled substances** and alcohol in the workplace and College premises, or as any part of the College's students activities; and further prohibits persons under the influence of alcohol or **controlled substance** from being on any campus at any time; any violation of the above will result in disciplinary action, which may include immediate suspension and/or dismissal or the employee will be required to participate satisfactorily in a **controlled substance** abuse assistance or rehabilitation program chosen by the College.

### **2.0 PURPOSE:**

The College of Micronesia-FSM is committed to maintaining a **controlled substance** and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988 and a **controlled substance** and alcohol-free environment for employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989. The College certifies that it will provide a **controlled substance** and alcohol-free environment by taking the actions required by these Acts.

It is the intent of the College to make a good faith effort to continue to maintain a **controlled substance** and alcohol-free environment through implementation of this policy.

### **3.0 RESPONSIBILITY**

**The President has the overall oversight and implementation of this policy.**

### **4.0 PROCEDURE**

**Employees are informed** about the dangers of **controlled substance** and alcohol abuse and the College's policy of maintaining **controlled substance** and alcohol-free workplace and College premises.

**When signing of an employment contract with the College of Micronesia-FSM, employees are given a copy of the controlled substance and alcohol-free Workplace and College Premises Policy** notified that, as a condition of employment under any federal or state contract/grant to the College, the employee will abide by the terms of the policy. **The employee must sign the Employee Understanding and Agreement form.**

Information will be provided regarding **controlled substance** and alcohol counseling and rehabilitation programs and the penalties that may be imposed upon employees for violations occurring in the workplace and College. **Human Resources Office maintains a list of available services on island.**

Employees will be notified that, as a condition of employment under any federal or state contract/grant to the College, the employee will abide by the terms of the policy. The employee shall notify the College in writing of any **controlled substance** statute conviction for a violation occurring in the workplace no later than five days after conviction.

**If an employee violates this policy, he/she shall be subjected to relevant current policies.**

## **5.0 DEFINITION**

**Controlled substance is defined as the following:**

- a. substances recognized in the official United States\* pharmacopoeia, official homeopathic pharmacopoeia of the United States, or official national formulary, or any supplement to any of them; and**
- b. substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and**
- c. substances (other than food) intended to affect the structure or any function of the body of man or other animals; and**
- d. substances intended for use as a component of any article specified in (a), (b), or (c) of this subsection, but does not include devices or their components, parts, or accessories.**

## **6.0 SOURCE DOCUMENTS**

The Anti-Drug Abuse Act of 1988 and the Drug-free Schools and Community Act Amendment of 1989.

## **11 FSMC § 1112 Definitions**

Employee Understanding and Agreement

**CONTROLLED SUBSTANCE AND ALCOHOL-FREE WORKPLACE AND COLLEGE PREMISES**

I have reviewed the **Controlled Substance** and Alcohol-Free Workplace and College Premises policy for COM-FSM. Therefore I understand and agree:

- A. That unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is strictly prohibited on campus and while in official duty.
- B. That failure to comply with the **Controlled Substance** and Alcohol-Free Workplace and College Premises policy will result in disciplinary action up to and including immediate suspension and/or dismissal from his or her employment with the College.
- C. That I shall notify the **College** of any violation of this policy **immediately** but no later than **three** days after such **occurrence**.
- D. I have also been informed, and agree that the College may, as a condition of lifting any suspension for a violation of the above policies, require the satisfactory completion of a drug or alcohol abuse assistance or rehabilitation program chosen by the College.

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Employee Name (Print)

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Employee signature

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Date

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Campus