

**Policy No: 739**

**Policy Contact: Vice President for  
Business Operations**

**Policy Title: EMPLOYEE POLICIES RELATIVE TO A DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at East Central Community College. One's employment at East Central is contingent on the acceptance of the terms of this policy, and employees engaging in such activities are subject to a review of their employment status.

An employee who is convicted under any drug statute for a violation occurring in the workplace will notify the President within five days of any such conviction.

Upon notification by an employee of a conviction under the provisions of this policy, or after receiving actual notice of such, the President will notify the U. S. Department of Education within ten days. The address to use is:

U.S. Department of Education  
Program Administration Section  
Campus-Based Programs Branch/DPOS  
ROB-3, Room 4651  
Washington, D. C. 20202-5453

Within 30 days of receiving notice of a conviction under this policy, the institution will take one of the following actions with respect to the employee so convicted:

- a. Take appropriate personnel action against the employee, up to and including termination, or
- b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Due process under this policy will follow the procedures outlined in Policy 711, Contracted Employee Due Process Procedures for Adverse Employment Actions.

(Reviewed 6/14/16)