

USE OF HAZARDOUS
MATERIALS

Directors of programs using hazardous materials in a laboratory or practical setting will ensure the following:

1. Labels on containers of incoming chemicals will not be removed or defaced.
2. Material safety data sheets (MSDS) received will be forwarded to the environmental, health, and safety director for input into the online MSDS database. This database is accessible to all faculty, staff, and students via the Web site at <http://www.msdsonline.com>.
3. Faculty and students will be properly informed on interpreting labels and MSDS, safe handling of chemicals, protective equipment, and proper first-aid treatment.

DRUG-FREE SCHOOL
AND DRUG-FREE
WORKPLACE
PROCEDURES

Definitions used in this regulation are as follows:

1. Employee — an employee of the College District — faculty, staff, student employees (full-time, part-time, or temporary).
2. Workplace — all College District property (including vehicles) and all other places where employees are located while on duty for the College District.

The College District is concerned about drug and alcohol abuse as it affects the employee, his or her job performance, and the work environment.

The College District strives to establish and maintain a drug-free, healthful, and safe work environment in compliance with state and federal laws and regulations. Consequently, the College District will take action against employees who use, distribute, or possess controlled substances on or off the job, and who violate College District rules in reference to possession of alcohol on the job.

The College District expects all faculty, staff, and student employees to report to work free of the influence of controlled substances and, at all times during the performance of their duties, to refrain from use of controlled substances, and to obey related laws established and enforced by legal authorities. Violations of this regulation will result in disciplinary action up to and including suspension or termination of employment. Being under the influence of alcohol or drugs is prohibited.

The College District believes that alcohol and drug abuse is an illness requiring medical treatment. It will therefore:

1. Encourage affected individuals to seek medical help voluntarily at an early state;

2. Assist supervisors in dealing with associated problems related to work performance; and
3. Discourage supervisors, fellow employees, and possibly family members from “covering up” for the affected individual.

MEDICAL
TREATMENT /
REHABILITATION
PROGRAMS

Medical treatment may be obtained by:

1. Voluntary referral — an employee who feels that he or she may have an alcohol or other drug problem is encouraged to contact the executive director, human resources, his or her private physician, or any agency with special interest in this field. When the help of the executive director, human resources, is sought on a voluntary basis, the case will be handled confidentially, as in any other illness; if the employee is a participant in the College District-sponsored health plans, the executive director, human resources will help coordinate the health benefits program with the employee’s treatment, as well as make referrals to rehabilitation programs available in the community.
2. Mandatory referral — an employee may be referred by a supervisor or administrator to the executive director, human resources because of deteriorating job performance or excessive absenteeism associated with abuse of alcohol or drugs. The executive director, human resources will assist in coordinating benefits and/or treatment as appropriate.

TREATMENT OF
EMPLOYEES
SUSPECTED OF
DRUG ABUSE OR
POLICY VIOLATION

When a supervisor or administrator reasonably believes that an employee is under the influence of drugs or alcohol or is violating the drug-free schools and drug-free workplace policy or procedure, the supervisor or administrator will see that the employee is removed to a safe, non-threatening environment. An employee’s refusal to comply will be considered insubordination subject to discipline. Supervisors and administrators will not make diagnoses. Promptly after the removal, the supervisor or administrator will review the incident with his or her College District executive; the executive director, human resources; the employee; and others, as needed, to determine whether sufficient evidence exists that a violation of the drug-free schools and drug-free workplace policy or procedure occurred and to recommend appropriate action.

Employees who use or distribute drugs on the job are subject to discharge, and any drugs confiscated will be turned over to local law enforcement.

If an employee is arrested off the job for drug involvement, the College District will consider various circumstances surrounding the arrest before taking action.

EMPLOYEE WELFARE

DI
(REGULATION)

FAILURE TO
RESPOND TO
TREATMENT

Failure to follow prescribed medical treatment or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

If the employee seeks help prior to a discovery, confidentiality, job security, and promotional opportunities will be protected. If the employee does not seek help and the problem in some way comes to the attention of the College District, then disciplinary action will result.