

**Revision Responsibility:** Director of Human Resources

**Responsible Executive Officer:** Vice President for Finance and Administration

**Source/Reference:** Drug-Free Workplace Act of 1988  
Drug-Free Schools & Communities Act of 1989

## **PURPOSE**

To document Columbia State's commitment to be a drug-free workplace and campus, and define consequences for individuals violating College policy concerning illicit drugs and alcohol.

## **POLICY**

### **I. General**

In accordance with local, state and federal law, Columbia State Community College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances, illicit drugs and/or alcohol on any Columbia State campus, or property owned or controlled by Columbia State, or as part of any Columbia State activity.

### **II. Health Risks**

A. The use of alcohol can lead to serious health risks including:

1. loss of muscle control, poor coordination, slurred speech
2. fatigue, nausea, headache
3. increased likelihood of accidents
4. impaired judgment
5. possible respiratory paralysis and death
6. birth defects/fetal impairment

B. Heavy drinking can lead to:

1. alcoholism
2. damage to brain cells
3. increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
4. hallucinations
5. personality disorders

C. Health risks associated with the use of illegal drugs include:

1. increased susceptibility to disease due to a less efficient immune system

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2. increased likelihood of accidents
  3. personality disorders
  4. addiction
  5. death by overdose
  6. anemia
  7. poor concentration
  8. fetal impairment/addiction

### III. Counseling, Treatment and Rehabilitation Programs

The Counselor & Case Manager will assist students and the Human Resources office will assist employees by providing information concerning treatment resources in the surrounding area, and assisting individuals in making initial contact with treatment providers.

Regular employees may also use the Employee Assistance Program (EAP) by calling 1-855-437-3486 (1.855.Here4TN) seven days a week, 24 hours a day, or on the website at [Here4TN](#). Information concerning the Employee Assistance Program is available in the Human Resources Office and the employee page of the college's internal web site.

### IV. Penalties for Violation

#### A. Legal Sanctions under Federal, State or Local Law

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine, or beer. Any violation of this law results in an offense classified a Class A Misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or by a fine of not more than \$2,500, or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days, or a fine of not more than \$50, or both.

#### B. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

1. Probation
2. Suspension

3. Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
4. Expulsion from school

C. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

1. Probation
2. Suspension
3. Demotion
4. Required participation in, and satisfactory completion of drug counseling or rehabilitation programs
5. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace, no later than five days after such conviction.

## **PROCEDURES**

I. Violations

A. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the Director of Human Resources.

B. Employees Funded by Federal Grants

The Director of Human Resources will notify the appropriate sponsor or granting agency within ten days after the College receives actual notice of an employee conviction.

II. Dissemination of Policy

A. Employees

1. During new employee orientation, the Human Resources Office will direct new employees to read the Drug and Alcohol Abuse Prevention Program (DAAPP) and Drug-Free Workplace and Campus Policy 05:27:00, and return a signed certification to Human Resources.

2. Annually, Human Resources will send a copy of the DAAPP and Drug-Free Workplace and Campus Policy to all employees and adjuncts by email and encourage them to review the policy. Instructions on how to obtain a paper copy will also be included.

B. Students

1. Students will be provided a copy of the DAAPP in their orientation materials.
2. As students register each semester, a system-generated email message will be sent providing consumer information which contains the DAAPP. The messages will be sent nightly and will provide a record of student receipt of this information.

III. Developing and Updating the Program and Policy

A. Drug and Alcohol Abuse Prevention Program (DAAPP)

The Vice President for Student Affairs is responsible for developing and updating the Columbia State Community College Drug and Alcohol Abuse Prevention Program (DAAPP) documentation, in accordance with the requirements of the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department General Administrative Regulations (EDGAR).

B. Columbia State Drug Free Workplace and Campus Policy

The Director of Human Resources is responsible for developing and updating the Columbia State Drug Free Workplace and Campus Policy 05:27:00, in accordance with the requirements of the Drug-Free Workplace Act of 1988 or future Act revisions.

C. Policy Review is to be completed annually in the month of December.

IV. Annual Review of Program

A. Purpose

An annual review of the DAAPP will be conducted to determine its effectiveness and to insure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The review will also identify any needed changes to the DAAPP.

B. Individuals Responsible for Review

The annual review will be conducted by the College's Behavioral Intervention Team as appointed by the President.

C. Timing

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The committee will meet each year by May 31 to conduct the review for the academic year which ended in the prior year. The review process will conclude within 30 days of the first meeting.

D. Collection of Information Regarding Programs

1. The Director of Human Resources will be responsible for maintaining a log of programs and activities related to drug and alcohol awareness programs for employees.
2. The Vice President for Student Affairs will maintain a log of student programs and activities.
3. The Director of Human Resources and Vice President for Student Affairs will meet with the Director of Facilities Services and Safety to provide information regarding the programs prior to the preparation of the Campus Security Report each year.

V. Biennial Report of Review Findings

A. Content and Timing

In each **even-numbered** year, within 30 days of completing the review, the Vice President for Student Affairs and the Director of Human Resources will prepare a report of the findings for the two preceding academic years which will include:

1. Statement of program goals and summary of goal achievement
2. Activities implemented to achieve program goals and outcomes
3. Analysis of strengths and weaknesses of the program
4. A list of cases and the disposition of each case
5. Procedures for distributing the policy and program information to employees and students along with copies of the information that was distributed
6. Recommendation for revisions to the program

B. Approval

The Biennial Report will be approved and signed by the President of the College.

C. Distribution

The Vice President for Student Affairs will send the request to the Communications Office to post the report to the Consumer Information webpage. The exact URLS or PDF documents to be linked will be sent with the request.

*February 1989; Revised: January 20, 1990; February 14, 2003 (new policy format and revised policy name); July 27, 2004 (removed references to “college nurse” and renumbered policy); July 2011 (updated links, EAP information and policy language); January 26, 2015 (policy updates, new policy format and updated titles); February 23, 2016 (updated procedure section and added Appendix); December 19, 2016*



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*(updated EAP information); September 7, 2018 (updated titles and removed titles of BIT members and met accessibility standard); December 2020 reviewed for updates; approved and signed by the President.*