

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226).

Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

An employee who violates this policy shall be subject to appropriate disciplinary action as outlined in Policy and Procedure 2.16 Performance Improvement.

Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.
2. "Alcoholic beverages" mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition.

Adopted: 8/9/90

Reviewed: 2/7/17

Revised: 6/7/22

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Labette Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol (as defined in these Acts and Kansas law) by a student or employee on college property or at any college event or activity.

Residence halls, student clubs and organizations may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to the Labette Community College Student Code of Conduct Policy and Procedure 4.08. Violations of this policy by students will be reported to the Vice President of Student Affairs and to law enforcement. Student's subject to these penalties will be afforded due process. IN addition to those sanctions, a student may be required to meet with the Case Manager or complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

Employee Sanctions

As a condition of employment, employees of Labette Community College who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials.

Employees of Labette Community College who violate this policy will be subject to any or all disciplinary actions per Policy and Procedure 2.16 Performance Improvement.

Employees who violate this policy will be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary authorized by Labette Community College policies or the negotiated agreement. If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility.

Employees convicted of a violation of a criminal drug statute are required to notify Labette Community College of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, Labette Community College must provide notice of the conviction, including position title and affected grants, to the U.S. Department of Education's Director of Grants and Contracts Service.

Distribution

The information listed in Policy 2.05 will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college).

This policy and related procedures will be reviewed and updated biennially by the President's Council. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.

Health Risks

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease, distorted senses, unconsciousness leading to coma; and permanent damage of the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or Collage library.

Workplace Consequences

The negative impact of substance abuse by employees in the workplace can be; increased risk of accidents, lower productivity, increased insurance costs, increased institutional costs, increased absenteeism. Loss of employment, injury and other negative consequences may result from substance abuse on the job.

Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator at <https://findtreatment.samhsa.gov> Alcohol assessments and personal counseling are available to currently enrolled students and employees through the Lette Center for Mental Health by contacting the Vice President of Student Affairs at 620-820-1268.

Drug and Alcohol Abuse and Prevention Information

The following web sites provide additional drug and alcohol abuse and prevention information:

Employee assistance program - contact LCC Human Resource office, 620-820-1234, Rm. SU207

www.abovetheinfluence.com

www.ncadd.org

www.itmattersks.org

www.drugabuse.gov

www.niaaa.nih.gov

Approved: 10/6/15

Revised: 11/21/19, 3/31/22

Reviewed: 11/21/19