

### DRUG AND ALCOHOL POLICY

Monroe County Community College (MCCC) is concerned about the health and welfare of its employees and students. The College recognizes alcohol/drug dependency as an illness and a major health problem. The College also supports the state and federal laws regarding substance abuse and strives to create a healthy and productive academic, working and social environment. The abuse of alcohol and drugs raises not only serious health issues for those involved, but also can lead to accidents, poor productivity, property damage and even personal injury.

In compliance with the federal Drug-Free Schools and Campuses Regulations, as well as the federal Drug-Free Workplace Act, MCCC has adopted a policy that requires employees and students to assist in maintaining a campus environment free from the effects of alcohol, drugs or other intoxicating substances.

Employees are prohibited from the following when reporting for work, while on the job or performing job related functions regardless of location, while attending any College-related activity, while on campus, or while in any vehicle used for College business.

Similarly, students are prohibited from the following when attending classes, when attending any College-sponsored activity or program, regardless of the location, while on campus, or while in any vehicle used for College business.

- The unlawful use, possession, transportation, manufacture, sale or other distribution of an illegal or controlled substance or drug paraphernalia, or the misuse of or distribution to anyone other than the person to whom prescribed, of any prescription drug.
- The unauthorized use, possession, transportation, manufacture, sale or other distribution of alcohol.
- Being impaired by alcohol regardless of blood alcohol level, or having a blood alcohol level of legal limit, whether visibly impaired or not.
- Having a detectable amount of an illegal or controlled substance in the blood or urine (whether visibly impaired or not), or abuse of any controlled substance or prescription medication.

This policy includes the prohibition against use, manufacture, possession or distribution of marijuana, whether or not for medical use and whether or not the individual possesses a certificate of medical need, since such use, manufacture possession or distribution of marijuana continues to be a violation of federal law.

In addition, no alcoholic beverages will be permitted on campus or sold or provided by the District at any College-sponsored event off campus, unless approved in writing by the College's President or the President's designee.

This policy extends to off-campus activities including, but not limited to, class-related trips, field trips, athletic events, study or review sessions at a faculty member's home or other facility if faculty is present at the session. Presidential approval for the availability of alcohol under this policy will normally require the following.

- Sponsors of an event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. This shall include, but not be limited to, checking identification and training serving people and bartenders alcohol management techniques.
- Alcoholic beverages may be sold, furnished and consumed only within the area approved and designated for the event.

- Non-alcoholic beverages must be available and identified at the same place as alcoholic beverages and be featured equally and at least as prominently as the alcoholic beverages.
- No event shall include any form of “drinking contest” in its activities or promotion.
- Advertisements for any College event where alcoholic beverages are served shall not focus on the availability of alcoholic beverages.
- Compliance with the terms of any College insurance policy, if any, is required.
- Any other requirements as the College, in its sole discretion, may impose.

For the purpose of this policy, the term “controlled substance” refers to drugs and chemical substances listed in Schedules I through V of the Federal Controlled Substances Act (21 USC 812), and related regulations, such as, but not limited to, marijuana, cocaine, crack cocaine, heroin, peyote, mescaline, LSD, etc. Substances prohibited under this policy are prohibited in any form, including but not limited to pills, inhalants and beverages. Any individual whose test for controlled substances or their metabolites is confirmed positive will be deemed to be in violation of this policy. A Blood Alcohol Content (BAC) test will be deemed positive, and therefore the individual will be deemed to be in violation of this policy, if the BAC level is of legal limit or above.

#### Additional Requirements

A particular College sponsored or related program or event, such as the Study Abroad Program, may have additional or different requirements or conditions which are applicable to employees or students involved with that particular program or event. Anyone involved with or participating in such programs or events is required to adhere to and comply with this policy as well any additional requirements of the particular program or event. However, to the extent that alcoholic beverages are consumed while participating in a Study Abroad Program, such use may be permitted if consistent with the Study Abroad Program policy and with the terms of the particular program in which participating

#### Violations by Employees

The College will impose disciplinary action up to and including the immediate termination of employment for violation of this drug and alcohol policy. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by employees are to be reported to the Office of Human Resources as soon as possible.

#### Violations by Students

Students whom the College determines have violated this drug and alcohol policy will be placed on disciplinary status up to and including dismissal or suspension from the College. These students also may be subject to losing financial aid. Violations or suspected violations of this policy may also result in a referral to a law enforcement agency. Suspected violations by students are to be reported to the Office of the Vice President of Student and Information Services as soon as possible. (See MCCC Policy 3.10, Due Process with Regard to Discipline other than Academic.)

#### Notice of Drug-Related Convictions

Any employee, student or student assistant convicted under any drug or alcohol statute for a violation occurring while working for the College, while on campus, while in any vehicle used for College business, or under any other circumstances which constitute a violation of this policy, must notify the College’s Human Resources Office immediately after such a conviction. A conviction includes any finding of guilt, any guilty plea or plea of no contest and/or imposition of a fine, jail sentence or other penalty. The College will determine if College policies have been violated and what, if any, disciplinary action will be administered.

Any student with a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student is receiving Title IV Higher Education Act (HEA) program funds will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance.

### Resources

MCCC is interested in the continued good health and personal well-being of the employees and students and we recognize that employees and students suffering from alcohol or drug dependence can be treated. Employees and students may contact the Director of Human Resources at (734) 384-4245 or designee for a referral service. Any such contact will be kept in strict confidence except insofar as may be required by law. Employees may also contact the College's Employee Assistance Program directly by calling (734) 240-1760. Local assistance may also be available through Mercy Memorial Hospital System Family Center. In addition, employees may be entitled to apply for a leave of absence so that they may address a substance abuse problem prior to it impacting their ability to do their job. We encourage any employee or student to seek professional care and counseling prior to any violation of this policy. Violations of this policy will not be tolerated. For more information and additional resources, please see the Drug and Alcohol Resource Guidelines brochure found in Admissions or the College's website [www.monroecc.edu](http://www.monroecc.edu).

### Publication

A copy of this policy is available to the students and public on the College website or by request.

### Biennial Review and Records

The College will biennially review this policy as required by federal law. The College will also retain records regarding the implementation of this policy for at least three years, as required by federal law.

Record of Review by Cabinet and Director of Human Resources: 8-19-08 no changes needed  
(Adopted by the Board of Trustees 1-26-76; revised 1-26-81; 9-23-85; 9-22-11; 10-26-15)