4.15 Policy on Drugs and Alcohol in the Community Colleges

Drugs and Alcohol in the Community Colleges

The Board of Trustees of Community-Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels, and even the unborn, Education and learning are especially impaired by alcohol abuse and illicit drug use.*

The board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

   a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;

   b. when a college permit has been obtained;

---

* Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse

c. when students bring their own beverages;

d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campuswide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

(Adopted November 20, 1989)

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Office of Labor Relations

June 22, 2007

OLR GENERAL NOTICE 2007-08

TO: **Labor Relations Designees**

SUBJECT: **Connecticut's Drug-Free Workplace Policy**

In 1989, the United States Congress passed the Drug-Free Workplace Act (Title 41 Chapter 10; 41 U.S. Code §§701 et seq.), which requires any employer that receives any federal grants or has procurement contracts in excess of a specified amount (currently $100,000) to certify that it will maintain a drug-free workplace. In addition to the information in this general letter, the attached documents pertaining to this act will be needed by State agencies:

- Connecticut's Drug-Free Workplace Policy (rev. 4/07)
- Connecticut Certification of Compliance for Federal Fiscal Year 2006-2007

BASIC REQUIREMENTS

The Act requires that a statement be published to notify employees that the unlawful manufacture, distribution, possession or use of controlled substances is prohibited in the workplace and that disciplinary action will be taken against employees for violation of the prohibition. The Act also requires that employees notify their agency of any criminal drug statute conviction for violations occurring in the workplace within five days of the conviction. The federal granting or contracting agency must be notified within ten days of any such conviction for any employee working on a federal grant or contract. A copy of this notice should also be sent to the Office of Labor Relations.

The Drug-Free Workplace Policy attached to this notice is almost identical to the policy that was issued by this Office in prior years . Please ensure that this policy is given to any new employees and is posted. It is suggested that the policy be redistributed to all employees to reinforce its message.

AGENCY RESPONSIBILITIES

1. Notify employees of the State's Drug-Free Workplace Policy. Distribute a copy of the policy to new employees, prominently post the policy and consider redistributing

Phone: (860) 418-6447 Fax: (860) 418-6491
450 Capitol Avenue, MS53OLR, Hartford, Connecticut 06106-1308

it annually to all employees to reinforce the message. Maintain documentation about the method(s) of distribution, particularly the receipt of the policy by any employees working on a federal grant or contract.

2. Establish or continue an Employee Assistance Program, and provide drug-free awareness information to employees about the State's policy, the dangers of drug abuse in the workplace and the availability of drug counseling or rehabilitation programs.

3. Through drug-free awareness information, highlight the policy requirement that all employees notify their agency personnel office within five (5) days of any conviction for drug statute violations occurring in the workplace. It is suggested that a particular agency official be designated to receive this conviction information.

4. Notify the federal granting or contracting agency, with a copy to the Office of Labor Relations, of any workplace drug convictions for those employees working on a federal grant or contract within ten (10) days.

5. Provide the Office of Labor Relations with information about any workplace drug convictions that have been reported since October 1, 2005.

6. Make a good faith effort to continue to maintain a drug-free workplace through the efforts described in this letter and in the policy.

COMPLIANCE CERTIFICATION

Applications for federal grants or contracts may require a "compliance certification" to certify that the agency is in compliance with the Drug-Free Workplace Act. The statewide drug-free workplace compliance certification for federal fiscal year 2006-2007 is attached. This certification, signed by Governor M. Jodi Rell, applies to all state agencies listed on the certification and will be renewed annually. ***Please ensure that the employee(s) in your agency involved in the preparation of federal grants and/or contracts are aware of this certification and have copies of it.***

Employee questions about the policy should be addressed to the Agency Human Resources Office. Inquiries from agency designees about the policy should be addressed to Ellen Carter of this Office at **ellen.carter@ct.gov** or (860) 418-6218.

Robert L. Curtis
Robert L. Curtis
Director of Labor Relations

STATE OF CONNECTICUT

DRUG-FREE WORKPLACE POLICY

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

GENERAL POLICIES

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

EMPLOYEE REQUIREMENTS

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendre) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Human Resources Offices.

STATE OF CONNECTICUT

STATEWIDE CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS

Federal Fiscal Year 2006-2007

Pursuant to the Drug-Free Workplace Act of 1988, and regulations published in the May 25, 1990 Federal Register, the grantee (the State of Connecticut) certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in state workplaces and specifying the actions that will be taken against employees for violation of such prohibition:

(b) Establishing an ongoing drug-free awareness program to inform employees about -
(1) The dangers of drug abuse in the workplace;
(2) The state policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of a federal grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under a federal grant, the employee will -
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the federal agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every Federal grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for receipt of such notices. Notice shall include identification number(s) of each affected Federal grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such 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;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Primary worksites are noted on the attached list. However, all state employees under my authority are included under this policy regardless of worksites.

May 29, 2007
DATE

M. Jodi Rell
M. JODI RELL
GOVERNOR

(drugcert07)
(rev. 11/04)

STATE OF CONNECTICUT
EXECUTIVE AND ADMINISTRATIVE AGENCIES

CONSTITUTIONAL OFFICERS AND EXECUTIVE BRANCH DEPARTMENTS

Office of the Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Lieutenant Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Attorney General, 55 Elm Street, Hartford, Connecticut 06106
Office of the Comptroller, 55 Elm Street, Hartford, Connecticut 06106
Office of the Secretary of State, 30 Trinity St., Hartford, Connecticut 06106
Office of the Treasurer, 55 Elm Street, Hartford, Connecticut 06106
Office of the Claims Commissioner, 18-20 Trinity Street, Hartford, Connecticut 06106
State Elections Enforcement Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Office of State Ethics, 18-20 Trinity Street, Hartford, Connecticut 06106
Freedom of Information Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Criminal Justice Commission, 231 Capitol Avenue, Hartford, Connecticut 06106
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, Connecticut 06067

STATE DEPARTMENTS (Including related Agencies, Boards and Commissions)

Department of Administrative Services, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Agriculture, 765 Asylum Avenue, Hartford, CT 06105
Department of Banking, 260 Constitution Plaza, Hartford, Connecticut 06103
Office of the Child Advocate, 18-20 Trinity Street, Hartford, Connecticut 06106
Department of Children and Families, 505 Hudson Street, Hartford, Connecticut 06106
Department of Consumer Protection, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Correction, 24 Wolcott Hill Road, Wethersfield, CT 06109
Commission on Culture and Tourism, 755 Main Street, Hartford, Connecticut 06103
Department of Economic and Community Development, 505 Hudson Street, Hartford, Connecticut 06106
Department and Board of Education, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Board of Education and Services for the Blind, 184 Windsor Avenue, Windsor, CT 06095
Department of Emergency Management & Homeland Security, 25 Sigourney Street, Hartford, CT 06106
Department of Environmental Protection, 79 Elm Street, Hartford, Connecticut 06106
Office of Health Care Access, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Higher Education, 61 Woodland Street, Hartford, Connecticut 06105
Commission on Human Rights & Opportunities, 21 Grand Street, Hartford, Connecticut 06106
Department of Information Technology, 101 East River Drive, East Hartford, CT 06108
Department of Insurance, 153 Market Street, Hartford, Connecticut 06103
Department of Labor, 200 Folly Brook Blvd., Wethersfield, Connecticut 06109
State Library, 231 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Health & Addiction Services, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Retardation, 460 Capitol Avenue, Hartford, Connecticut 06106
Military Department, State Armory, Capitol Avenue, Hartford, Connecticut 06106
Department of Motor Vehicles, 55 West Main Street, Waterbury, CT 06702
Office of Policy and Management, 450 Capitol Avenue, Hartford, Connecticut 06106
Office of Protection & Advocacy for Persons with Disabilities, 60B Weston Street, Hartford, Connecticut 06120
Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Public Safety, 1111 Country Club Rd., Middletown, CT. 06457-9294
Department of Public Utility Control, 10 Franklin Square, New Britain, Connecticut 06051
Department of Public Works, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Revenue Services, 25 Sigourney Street, Hartford, Connecticut 06106
Department of Social Services, 25 Sigourney Street, Hartford, Connecticut 06106
Division of Special Revenue, 555 Russell road, Newington Connecticut 06111
Department of Transportation, 2800 Berlin Turnpike, Newington, Connecticut 06131-7546
Department of Veterans Affairs, 287 West St., Rocky Hill, Connecticut 06067
AND UNAFFILIATED STATE AGENCIES, BOARDS AND COMMISSIONS

(Revised 4/07)
(Drugcertlist07)