



Drug and Alcohol Free Workplace Policy

McHenry County College is committed to the development and maintenance of an educational and workplace environment in compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 and prohibits the unlawful possession, use, manufacture, or distribution of illegal drugs and/or alcohol by employees on its property or as part of any of its activities.

The College prohibits employees to use, possess, dispense, distribute or manufacture any controlled substances, drugs, or alcohol in the workplace. Furthermore, McHenry County College prohibits employees from reporting to work under the influence of drugs and/or alcohol. These actions are prohibited on all College utilized property, including any worksite designated for the performance of work, or at College-sponsored activities. The only exception to this policy would be alcoholic beverages served during a College function approved by the Board of Trustees.

All employees will receive a copy of this policy and will abide by the policy. Failure of an employee to receive a copy of this policy will not constitute defense to violations of the College's policy.

Any employee who is convicted of unlawfully possessing, using, dispensing, distributing, or manufacturing a controlled substance while conducting College business or activities, whether on or off College premises, must notify the Assistant Vice President (AVP) of Human Resources in writing within five (5) calendar days of the conviction. Failure to report conviction may lead to disciplinary action up to and including termination. If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction. Within thirty days after receiving notice of a conviction, the College shall take appropriate disciplinary or referral action.

Discipline for violating the Drug and Alcohol Free Workplace Policy shall be governed by the College disciplinary and termination policies and procedures. Nothing contained herein limits the right of the College under federal, state or local law, to discipline the employee, up to and including termination, for violation of any College policy.

The College will maintain a drug awareness program to inform all employees about: the risks of drug or alcohol use in the workplace; the College's intent to maintain a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties imposed for violation of this policy.