

Glendale Community College

7331

Administrative Regulation

Employee Drug Free Workplace

1. The Superintendent/President or his/her designee shall post online and provide each employee with a notice that unlawful manufacturing, distributing, dispensing, possessing, using or being under the influence of controlled substances is prohibited in the workplace. This notice shall also:
 - a. Include a statement of possible disciplinary actions, up to and including discharge, for violation of the policy. The discipline shall be in accordance with Board policies on discipline, the Education Code and applicable collective bargaining agreements;
 - b. Inform employees of the availability of drug counseling, rehabilitation, and employee assistance programs;
 - c. Inform employees that as a condition of employment, each employee must abide by the terms of the policy and notify the District within five days of any criminal drug statute conviction for a violation occurring in the workplace;
 - d. Notify employees annually, with their paychecks, of the District's policy of maintaining a drug free workplace;
 - e. Inform employees of the dangers of drug abuse in the workplace, including but not limited to, threats to the health and safety of employees, students, and the public.
2. The Superintendent/President or his/her designee shall notify federal agencies with which contracts are held or from which grants are received, within 10 days of receiving notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.
3. The Superintendent/President or his/her designee shall, within 30 days of notification of the conviction of an employee for a criminal drug violation occurring in the workplace, take appropriate disciplinary action against the employee up to and including discharge.

As used in the policy "drug" and "drugs" refers to controlled substances as defined by State and Federal law.

References:

- Business & Professional Code, Sections 25608 and 25658
- Drug Free Schools and Communities Act of 1986 as amended (Public Law 100-297, as amended (20 U.S.C. 3211)

- Drug Free Schools and Communities Act Amendment, 1989 20 U.S. Code Section 1145g and 34 Code of Federal Regulations Parts 74, 75, 77, 81, 82, 85 and 86.1 et seq.;
- Federal Drug-Free Workplace Act, 1988, 41 U.S. Code Section 702
- Drug Prevention Programs in Higher Education (34 CFR Part 612) (Final Regulations June 30, 1988, 53 CFT Part 24884)
- Educational Code of California, Sections 76030 through 76037, 87011, 87405, 87735, 87736 and 88022
- Federal Criminal Code, 21 U.S.C. Sections 841 through 845
- Health & Safety Code, Sections 11350 through 11360.

Adopted: 5/2/94

Revised: 2/16/10