



Seminole Community College

Drug-Free Workplace Awareness Program For Employees (Individual Contributors)

Directions:

This is a self-paced reading program.

From ANGEL: Use the “blue arrows” above to move forward and backward through these slides.

From the Human Resources web page: Use the “page up” and “page down” keys to navigate through these slides.

You can move through the slides at your own pace. After you have read all the slides, follow the directions on the last slide to complete an acknowledgment form.

Please Note: After reading these slides, follow the directions on the last slide to submit an acknowledgement form.

Drug-Free Workplace Awareness Program for All Employees

Introduction

Substance abuse is one of the largest health problems afflicting individuals in the U.S. Most substance abusers are employed and their behavior creates serious workplace safety concerns. Alcohol and drugs can impair an employee's judgment and coordination, leading to an increased risk of workplace accidents and injuries. And no organization, regardless of industry, size or location, is immune to the hazards alcohol and drug abuse can cause.

The good news is that by having employers and employees work together, organizations can improve the safety and health of their workplaces. A key step in creating a drug-free workplace is to implement a Drug-Free Workplace Awareness Program that educates employees about the dangers of alcohol and drug abuse and encourages individuals with problems to seek help.

Drug-Free Workplace Awareness Program for All Employees

Introduction

The Federal Drug-Free Workplace Act of 1988 requires institutions, like SCC, to establish policies, educate employees, provide assistance, and impose penalties according to federal law.

Good awareness programs strike a balance between:

- detecting unlawful behaviors in the workplace and imposing penalties, and
- discouraging unlawful behaviors and providing assistance.

SCC's policy achieves this balance by addressing:

- the rights of the employee and SCC,
- the need to know and rights of privacy,
- detection and rehabilitation, and
- respect for individuals and the safety of all employees.

Drug-Free Workplace Awareness Program for All Employees

SCC's Drug-Free Workplace Policy

In 1989, SCC created Policy 2.100-Drug Free Workplace, to address drug abuse in our workplace and comply with the federal law.

Our policy states that the College is committed to providing a drug-free environment for all employees and that College employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in our workplace.

This policy provides that the College can take action to assure compliance with the Federal Drug-Free Workplace Act of 1988. SCC employees that violate the provisions of the policy are subject to disciplinary action up to and including dismissal (i.e., termination). All such disciplinary action may be appealed through the provisions of the College's grievance procedures.

Drug-Free Workplace Awareness Program for All Employees

SCC's Drug-Free Workplace Policy

SCC's Drug-Free Workplace Policy applies to all SCC employees including full-time, regular part-time, and adjunct faculty.

In addition to adhering to federal law, our policy provides for the:

- support and rehabilitation of our most valuable assets, that being our employees,
- health and safety of all employees, students, and the general public,
- safeguard of the College's property, and
- maintenance of the College's quality, integrity, and reputation.

Drug-Free Workplace Awareness Program for All Employees

SCC's Drug-Free Workplace Policy 2.100 (actual policy shown below, page 1 of 2)

Drug-Free Workplace – Policy 2.100 (page 1 of 2)

The College is committed to providing a drug-free environment for all its employees. Therefore, College employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace. Employees who violate the provisions of the rule are subject to disciplinary action up to and including dismissal. All such disciplinary action may be appealed through the provisions of the College Grievance Procedures. The College shall take the following measures to assure compliance with the Federal Drug-Free Workplace Act of 1988:

1. Provide a copy of the SCC Rule to each employee;
2. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The College policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and,
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Drug-Free Workplace Awareness Program for All Employees

SCC's Drug-Free Workplace Policy 2.100 (actual policy shown below, page 2 of 2)

Drug-Free Workplace – Policy 2.100 (page 2 of 2)

3. The College shall require any employee convicted of a criminal drug statute occurring in the workplace to notify the College of the conviction within five (5) days following the conviction.
4. The College shall notify the appropriate Federal Grant Agency within ten (10) days of receiving notification from an employee.
5. Within thirty (30) days of receiving an employee notification of violation the College shall:
Review the circumstances of the case and
 - a. terminate the employee, or
 - b. continue the employment relationship under the condition that the employee at employee cost satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by the Federal, State, or local health, law enforcement, or other appropriate agency.

Drug-Free Workplace Awareness Program for All Employees

Common Dangers of Drug Abuse in the Workplace

The SCC Drug-Free Workplace Policy is a natural complement to other initiatives that help ensure a safe and healthy place to work. By educating ourselves about the dangers of drug abuse and encouraging individuals with related problems to seek help, drug-free workplace programs help reduce injuries and illnesses. Drug-free workplace programs like this one also send a clear message to everyone that the safety, health, and well-being of all SCC employees is very important.

Drug-Free Workplace Awareness Program for All Employees

Common Dangers of Drug Abuse in the Workplace

Most drug users, binge and heavy drinkers, and people with substance abuse problems are employed and many of them bring their problems into the workplace. It is estimated that 1 in 5 workers between the ages of 18 and 25 and 1 in 8 workers between the ages of 26 and 34 abuse drugs while at work. This presents a serious problem for the both employers of these people and their co-workers.

Drug-Free Workplace Awareness Program for All Employees

Common Dangers of Drug Abuse in the Workplace

Both the economic and human costs of drug and alcohol abuse are alarming. The National Institute of Health reported that alcohol and drug abuse cost the U.S. economy \$275 billion in 1995 (the most recent year for available data). Numerous studies suggest that substance abuse is having a profound affect on the workplace in terms of:

- decreased productivity,
- increased accidents,
- absenteeism and tardiness,
- increased ailments such as flues, colds, and headaches,
- deterioration of physical appearance,
- turnover,
- increase financial problems, and
- unusually high medical costs.

Drug-Free Workplace Awareness Program for All Employees

Common Dangers of Drug Abuse in the Workplace

In addition, the impact of employee substance abuse is a problem that extends beyond the person with the problem. Co-worker job performance is compromised and attitudes are negatively affected. Studies show that 1 in 5 workers have reported having been put in danger or injured by co-workers due to drinking on the job. Studies also find that employees sometimes work harder or re-do work to cover up for co-workers with drinking problems.

Drug-Free Workplace Awareness Program for All Employees

Available Assistance and Resources for SCC Employees

It is important for all of us to know that SCC offers full-time and regular part-time employees assistance with personal issues through our Employee Assistance Program (EAP) provider, Horizon Health. Through the services of Horizon Health, counselors are available to help employees of SCC and their household members resolve personal and work problems including those related to alcohol and drug abuse.

HORIZON HEALTH
Employee Assistance Program
1-800-272-7252
horizoncarelink.com
Login ID: SCC
Password: SCC

Drug-Free Workplace Awareness Program for All Employees

Available Assistance and Resource for SCC Employees

When an employee contacts the EAP:

- assistance is confidential and SCC does not acquire knowledge of who uses the service,
- information provided to the EAP, including the employee's name, is kept confidential and will not be shared with SCC,
- the service is available 24 hours a day, every day.

Drug-Free Workplace Awareness Program for All Employees

Available Assistance and Resources for SCC Employees

One of our top goals is to make SCC a “great place to work.” And, through our Drug-Free Workplace Policy, we can do what’s best for you, the College, and for those we serve. If you should have questions about this program, please contact the Human Resources Department at (407) 708-2101.

Federal Guidelines

The Drug-Free Workplace Act of 1988 provides employers with guidelines for a drug free workplace. www.dol.gov/elaws/drugfree.htm

Florida State Guidelines

Florida statute 112.0455 provides direction as to promoting the goal of drug-free workplaces. www.flsenate.gov/Statutes

Florida Drug Addiction Treatment and Alcohol Addiction Treatment Centers

www.drug-rehabs.org/Florida-Orlando-drug-rehab.hrm

Orlando Drug Rehab and Alcohol Addiction Treatment Information

www.drug-rehab.org/Florida-Orlando-drug-rehab.hrm or call 1-877-437-8422

Drug-Free Workplace Awareness Program for All Employees

Penalties Imposed on SCC Employees

Employees are required to follow SCC's Drug-Free Workplace policy, thus ensuring that the College is in compliance with the Federal Drug-Free Workplace Act of 1988.

Penalties for failure to adhere to the policy including drug abuse violations are described in: SCC policy 2.320P-Termination of Staff and SCC Procedure 2.1900-Employee Discipline.

SCC's Policy 2.100-Drug-Free Workplace states in part:

The College shall require any employee convicted of a criminal drug statute occurring in the workplace to notify the College of the conviction within five (5) days following the conviction.

The College shall notify the appropriate Federal Grant Agency within ten (10) days of receiving notification from an employee.

Within thirty (30) days of receiving an employee notification of violation the College shall:

Review the circumstances of the case and

- > terminate the employee, or
- > continue the employment relationship under the condition that the employee at employee cost satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by the Federal, State, or local health, law enforcement, or other appropriate agency.

Drug-Free Workplace Awareness Program for All Employees

The End – You Must Submit an Acknowledgement Form

If you have accessed this program from the ANGEL system, navigate back to the “Drug Free Awareness Programs” page by clicking on “[Drug Free Awareness Programs](#)” on the (blue) menu bar above. Select the “[Acknowledgment Form](#)” link, read the statement, click inside the round button, and select “submit.” This submits your form online and you DO NOT need to submit a paper hard copy of this form.

If you have accessed this program from the Human Resources web page go to the “Drug-Free Workplace Program” page (<http://www.scc-fl.edu/hr/drugawareness>) and select the “Program Acknowledgment Form” link. Read and print this form, print and sign your name, and send the form to the Human Resource Department, S/LM Campus, Building A.