

## **Alcohol and Drug Policy**

In pursuant to the U.S Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Northern Wyoming Community College District has established a drug and alcohol abuse prevention program; please see District Administrative Procedure 5075.3.

The possession and consumption of drugs or alcohol at any District facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures. Any employee or student violating this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs or may be disciplined, up to and including dismissal. Students will be disciplined in accordance with the student code of conduct, procedure 5075.2.

Any employee whom the District reasonably suspects has consumed drugs or alcohol and that consumption may adversely affect job performance, safety or the work environment will be required to submit to a drug and/or alcohol test. This includes instances when an employee demonstrates behavior that leads to the suspicion that he/she has used drugs or alcohol prior to work time. For the purposes of this policy, drugs are defined as drugs that are illegal under state or federal law, and include prescription or over the counter drugs that affect the employee's ability to safely and competently perform his or her job.

Supervisors will work with HR and administration to determine whether there is reasonable suspicion to believe an employee is has consumed drugs or alcohol such that it triggers testing under this policy. When a determination is made that testing is necessary under this policy, the employee shall be driven, as soon as reasonably possible, by a supervisor to the collection site for testing.

Refusal to submit to drug and/or alcohol testing for any reason may result in termination of employment. An employee who is found to have adulterated, tampered with or substituted another sample for their sample will be terminated. Failure to pass a drug and/or alcohol test may result in immediate termination of employment and such determination will be made in the District's sole discretion. The District may, in its sole discretion, choose not to terminate and instead pursue other measures such as referral to an employee assistance program and random drug/alcohol monitoring. If rehabilitation is considered, the employee must sign an agreement admitting violation of the policy and agreeing that any further violation will result in termination.

Adoption Date: 07-17-2019  
Review Dates  
Revision Dates