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Policy: Drug & Alcohol Use Policy Number: I-7

Responsible for Policy: Human Resources Approval Date: May 2010

Most recent review: Fall 201 2 Date of most recent revision (if applicable): N/A

Pol icy Statement

In compliance with the Drug Free Workplace Act of 1988, Finger Lakes Community College employees are

expected and required to report for work on time and in appropriate mental and physical condition to

effectively carry out their job responsibilities.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal dr ugs or controlled

substances on College premises or while conducting college business off College premises is absolutely

prohibited. Alcohol may be not consumed or ingested by any employee while on duty, while conducting

College business, while assigned to drive a College vehicle or while driving a personal vehicle for College

business, the sole exception being the lawful use of alcoholic beverages by employees at College-related social

events approv ed in writing bycomply with all applicable laws regarding

drug and alcohol use and testing.

Reason for Pol ic y

It is the College’s intent and obligation to provide a drug -free, healthful, safe, and secur e work environment.

Applicability of the Poli cy

This policy applies t o all College employees.

De fini tion

Illegal Drugs or Controlled Substances: non-medically pr escr ibed and include all forms of nar cotics,

hallucinogens, depressants, stimulants and other drugs whose possession, use or transfer is restr icted or

prohibited by law. Other definitions as conta ined in applicable laws and regulations may apply.

Related Document

Drug Free Workplace Act of 1988

Omnibus Transportation Employee Testing Act of 1991

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Procedure: Drugs & Alcohol Use Procedure Number: I-7

Responsible for Pr ocedure: Human Resources Effective Date: May 2010

Most recent review: Fall 201 2 Date of most recent revision (if applicable): N/A

Proce dure s

1. The College recognizes alcohol and drug dependency as an illness and major health problem as well as a

potential health, safety, and security dilemma. Employees needing help in

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Finger Lakes Community College

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