

*4.37 Alcohol and Drugs in the Workplace (Reaffirmed 11/28/23)*

- A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by Highland Community College. The use of alcohol or cannabis while on Highland Community College owned or controlled property, including meal periods and breaks is prohibited, except as authorized below. The federally mandated Drug-Free Schools and Communities Act requires college campuses to prevent the use and possession of illegal drugs. Under federal law, cannabis is classified as an illegal drug, therefore, cannabis use and possession is illegal on Highland's campus. An employee must notify Highland of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- B. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder and/or for disciplinary action up to and including dismissal.
- C. Employees with a prescription for cannabis will notify Human Resources. Human Resources will review the matter with the employee and determine if an accommodation is needed or can be attained.
- D. In accordance with State Law, the College Board of Trustees or its designee may authorize the availability of alcoholic beverages in designated on-campus facilities or property at College, Foundation, or Alumni Association events for which the Foundation is the host or considered a sponsor or co-sponsor. The authorization shall be given in writing by the President of the College.
- E. Any Highland Community College employee determined to have violated this policy may be subject to disciplinary action up to and including dismissal.