

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 614**

**Title: Drug-Free Workplace**

It is the intent and policy of Cochise College to maintain a drug and alcohol-free working environment for its employees, students and visitors in compliance with the Drug Free Workplace Act of 1988. As a condition of employment and/or enrollment, employees and students must abide by this policy. Violations of this policy will result in appropriate disciplinary actions, including termination. This policy contains the following elements:

1. The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's or student's work or study with the College.
2. Employees and students are expected and required to report for work or classes on time and in appropriate mental and physical condition for work or study. It is the College's intent and obligation to provide a drug-free, healthful, safe and secure work and study environment.
3. The College recognizes drug and alcohol dependency as illnesses and major health problems. Employees and students should be aware that the use of drugs or alcohol exposes the individual to such health risks as increased blood pressure, respiratory illness, cardiac arrest, lung damage, distorted thinking, birth defects, nasal damage, malnutrition, brain damage, depression, paranoia, physical and psychological dependency, impaired judgment, gastritis, pancreatitis, cirrhosis of the liver, myocardopathy, lung destruction, damage to unborn fetuses, apathy, impaired motor coordination, anxiety and short and long term psychosis.
4. The College recognizes drug and alcohol abuse as potential safety and security problems. Employees or students needing help in dealing with drug or alcohol problems are encouraged to seek assistance, either through their own resources or by requesting help or referral through the sources designated in the procedure which follows this policy. Conscientious efforts to seek such help will not jeopardize any employee's or student's job or student status, and will not be noted in any personnel or student file.

**Procedure 614.1  
Drug-Free Workplace**

1. Employees and students who fail to abide by the terms and conditions of this policy shall be subject to the Discipline and Termination policy and procedure, or

disciplinary sanctions for violation of student social standards as defined in the Cochise College Student Handbook, as appropriate. Allowable sanctions may include any disciplinary measures provided for under the policy and procedure or handbook described above up to and including expulsion as a student or termination of employment. In addition, the College will refer violators for prosecution as appropriate and as provided by local, state and federal law.

2. In addition to disciplinary action imposed by the College, there may be legal sanctions imposed by local, state or federal authorities for violation of drug and alcohol related laws. Such sanctions include, but are not limited to, probation (including a requirement for community service), parole, imprisonment and the imposition of fines.
3. No later than five days after criminal conviction for illegal drug activity occurring on or off College premises while conducting College business, an employee must inform his/her supervisor of such conviction. Failure to report such conviction will subject the employee to the Discipline and Termination policy.
4. Any employee or student reasonably believed to constitute a risk to persons or property while operating any College equipment will not be permitted to do so.
5. Any employee or student with a drug or alcohol problem is encouraged to seek help. Such help may be sought through the employee's or student's own resources or through his/her supervisor, the campus nurse, a College counselor, or the Associate Vice President for Human Resources. An employee or student's request for assistance does not jeopardize his/her job or student rights. However, the seeking of such help does not prevent disciplinary action under this or any other College policy or handbook for policy violation or impaired job or academic performance. This means that employees or students who already have exhibited or who subsequently exhibit job or academic performance deficiencies or who have violated or subsequently violate College policy or procedures shall not be exempt from discipline solely on the basis that they have sought help.