

Procedure Manual

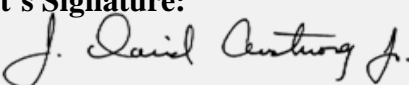


Title: Drug-free work Place	Number: A6Hx2-3.05
Policy Number: 6Hx2-3.05	Page: 1 of 1

In accordance with College Policy 6Hx2-3.05 and Florida Statute 112.0455, "Possession or use of a controlled substance at the College is strictly prohibited." The following procedures are defined in support of a Drug-free Workplace.

1. **Possession or Use:** If an employee is observed by a supervisor in possession of, or using a controlled substance while on duty then HR-ER should be contacted immediately and notification provided to appropriate chain of command;
 - a. The employee should be taken aside and advised that they are being placed on Administrative (paid leave, suspension with pay) Leave pending a pre-disciplinary or pre-determination meeting. ***Under no circumstances should the employee be allowed to drive home; they should be transported safely home (or call a friend/family member/taxi).***
 - b. The follow up meeting should be scheduled as soon as possible, to include HR-ER.
 - c. Employee is provided termination letter with option to resign.

2. **Impairment and/or Odor of Alcohol:** If an employee is observed impaired or the odor of alcohol is observed in the performance of his or her duties – the observation should be confirmed by two supervisors (employees at least one level higher) and HR-ER should be contacted immediately with notification provided to appropriate chain of command.
 - a. The supervisors should carefully note the observed behavior and inappropriate conduct (odor, slurred, excessively loud or uncontrolled speech, glassy eyes, erratic behavior, widely dilated eyes, stumbling, sleeping). If behavior/conduct is uncontrollable it may be appropriate to call 911.
 - b. The employee should be taken aside and advised that the observed conduct is inappropriate and they are being placed on Administrative (paid leave, suspension with pay) Leave pending a pre-disciplinary or pre-determination meeting. ***Under no circumstances should the employee be allowed to drive home; they should be transported safely home (or call a friend/family member/taxi).***
 - c. The follow up meeting should be scheduled as soon as possible to include HR-ER.
 - d. Appropriate action (which may include, but not limited to, employment action related to inappropriate conduct or referral to a confidential Employee Assistance Program) will be determined following the information gathered in the meeting.

Recommending Officer's Signature:	Date: 00/00/00	President's Signature: 	Date: 00/00/00
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