



**CARIS COLLEGE**  
PATIENT CARE CAREERS

## **Standard Operating Procedure: Administrative Procedure for Drug and Alcohol Abuse Prevention Program**

**Accountable Administrators:** Campus Director and Director of Education

**Position Responsible for Updating:** Campus Director

**Original Date:** May 21, 2018

**Date Initially Posted on Website:** June 8, 2018

### **Purpose/Principle/Definitions**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Caris College to maintain a drug-free college for all employees and students. Caris College's Drug and Alcohol Free College Policy includes prohibiting the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on Caris property, on Caris business and/or at Caris sponsored activities or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

*The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on College property, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug and Alcohol-Free College Procedures.*

### **Definitions**

- a. "Workplace" shall mean the site for the performance of work done for the College in connection with a federal grant or contract, including any building premises used by the College, any College-owned vehicle (or any other College-approved vehicle used to transport students or fellow employees to and from work-related activities or to transport fellow employees to and from different work sites), and any off-College property used for any College-sponsored or College-approved activity, event or function.
- b. "Drugs" shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug,

amphetamine, 2 barbiturate, marijuana, or any other controlled substance (as the same is defined in ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. Section 812).

- c. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers, hard seltzer or distilled liquor.
- d. "Employee" includes all persons who receive compensation from the College, both full- time and part-time, for work performed as part of the employment memo.
- e. "Student" includes all persons taking courses offered by the College, both full-time and part-time, pursuing credit or non-credit courses or enrolled in any special program approved by the College. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College may be considered "students."

### **College Policy and Compliance**

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace. Being under the influence of alcohol or illicit drugs to any degree by any employee or student in or about the College buildings, on the College premises, or while performing any duties for the College is prohibited and is cause for discipline and/or dismissal.

Alcohol may be consumed on the campus only upon the written consent, obtained before usage, of the President/CEO.

Caris College, as an institution of higher education receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students.

### **Guidelines**

#### **1. College Drug and Alcohol Prevention Program**

The College shall provide notice to all employees and students at least annually of the following:

- a. The College's policy of maintaining an alcohol and drug-free environment.
- b. Conduct standards for employees and students in relationship to the Drug and Alcohol-Free College policy.
- c. Description of employee and student sanctions for violating federal, state, local law, and College policy.
- d. Description of health risks associated with drug and alcohol abuse.
- e. Information on available alcohol/drug counseling or assistance programs.

- f. Information on where to find the College's Drug and Alcohol Prevention Program biennial report.

## **2. College Procedure**

Under direction of the Campus Director and the Director of Education, Individual Program Directors collaboratively oversee the elements of the College's Drug and Alcohol Prevention Program. They assure the following program elements are in place and in compliance with the state and federal Drug-Free Schools and Campus regulations.

### **Annual Student & Employee Notification**

Annually on October 1<sup>st</sup>, an email notice is sent to all students and employees of all mandatory consumer notification information. This includes information on Caris College's Alcohol and Drug and Alcohol-Free College Policy, Clery Act, and financial aid notification requirements. Additionally, all new employees and students are informed as a part of mandatory orientation protocols regarding all mandatory consumer notification information as described above. Orientation protocols include electronic or hard-copy sign off by employees and students indicating receipt and review of this policy information.

### **Alcohol & Drug Policy, Prevention, and Review Information: Campus Dissemination**

Caris College's Drug and Alcohol-Free College Policy, prevention program and effectiveness report are available through numerous locations:

- College website
- Printed, hard copies available in the Campus Director's Office upon request
- College publications include the catalog

## **3. Standards of Conduct and Sanctions**

Employees are expected to adhere to the College's Drug and Alcohol-Free College policy and administrative procedure as a condition of employment. Disciplinary protocols and/or sanctions are in accordance with established bargaining unit contracts or employment handbook under the purview of the Campus Director or her/his designee.

Students are expected to adhere to the College's Drug and Alcohol-Free College policy and administrative procedure as a condition of enrollment. Students who violate the terms of this policy shall be subject to disciplinary protocols and/or sanctions in

accordance with the student code of conduct, drug policy, and drug and alcohol prevention program as published in the school catalog under the purview of the Campus Director or her/his designee.

#### **4. Conditions**

In accordance with the Drug-Free Workplace Act of 1988, any employee who is engaged in work related to a direct federal grant or contract of \$100,000 or more shall notify their supervisor of their conviction of any criminal drug statute based on conduct occurring in the workplace, no later than five days after such conviction. The College shall notify the federal granting agency within 10 days after receiving notice of an employee's conviction on any criminal drug violation occurring in the workplace.