

Title	: Drug-Free Workplace	
Number	:	4710.00
Approved	:	04/16/18
Reference	: The Drug Free Schools and Communities Act Amendments of 1989 (PL101-226) and implementing regulations (34 CFR Part 86); Drug Free Workplace Act of 1988 (PL100-690, Title V, Subtitle D) and implementing regulations (34 CFR Part 85, Subpart F) A.R.S. §36-2801; GCCCD 5800.01	

The College President shall implement a Drug-Free Workplace Compliance Program in accord with federal law.

The Compliance Program shall address the following:

- A. A published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees regarding:
 - 1. The health risks and danger associated with the use of illicit drugs and the abuse of alcohol.
 - 2. the District's policy of maintaining a drug-free workplace.
 - 3. any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. the penalties under local, State or Federal law that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee be given a copy, in writing, annually, of the statement required by paragraph A and the information specified by paragraph B.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying the United States Office of Management and Budget within ten days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph D.2., with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- G. Provide for the biennial review of the Drug Awareness program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.
- H. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E, F and G.

