



DRUG FREE CAMPUS AND WORKPLACE POLICY

Policy # 3358-1-06

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Responsible College Officer: Executive
Director of Human Resources
Effective Date: 6/5/14
Revised Date: 3/25/15, 11/30/16
Original Policy #: 1.5

1.06 DRUG FREE CAMPUS AND WORKPLACE

Edison State Community College, as an institution of higher education, is committed to maintaining an environment conducive to learning and to the development of the full potential of both students and employees. As such, it seeks to provide a climate free of the effects associated with the abuse of alcohol and the use of illegal drugs. The college accordingly, endorses and complies with the U.S. Drug Free Workplace Act of 1988, Appendix C to 45 CFR Part 620, Subpart F—Certification Regarding Drug Free Workplace requirements and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226).

1.06.1 Compliance

Edison will make a good faith effort to provide a drug free campus by establishing a drug free awareness program that:

Makes it a requirement that each employee and/or student annually be given a copy of the Drug Free Campus and Workplace policy. New students or employees who are hired after the initial distribution for the year will also receive a copy.

Distribution of Material:

- Employees: This policy will be posted on Edison’s Human Resource web page. All new employees will be required to access the electronic copy during the orientation process. All current employees will be sent an electronic copy of this policy annually from the Human Resources Office at the beginning of the academic year.
- Students: This policy will be distributed to all students electronically by the Department of Student Affairs at least once a year.
- Business and Industry: This policy will be included in registration materials.

A Biennial Review Committee will conduct, on even years, a biennial review of the Drug Free Campus and Workplace policy to determine its effectiveness and implement any necessary changes. Committee members consist of: Director of Student Financial Aid, Executive Director of Human Resources, and Coordinator of Health and Wellness Services.

1.06.2 Standards of Conduct

By virtue of enrollment or employment at Edison State Community College, students and employees consent to follow the policies and procedures of Edison State Community College, set forth in the Student Handbook and Employee Policy Manual, respectively.

Any and all alcoholic beverages for events at the College must be approved by the Office of the President of Edison State Community College. There will be absolutely no bringing of alcohol on campus by event participants without prior written consent. In the event that alcohol is permitted for an event, the event sponsor must obtain a permit from the State of Ohio to serve alcohol.

Unlawful manufacture, possession, use, dispensation, distribution, or sale of alcohol or other drugs by any employee or student on College property or as any part of College activities is strictly prohibited.

Such unacceptable observable behavior by students and employees is subject to all state, county, and municipal laws, statutes, or ordinances regulating the sale and use of alcohol and the sale, use, possession, manufacturing, dispensation, or distribution of illegal drugs and drug paraphernalia.

1.06.3 Medical Marijuana

As a recipient of federal funding, such as student financial aid and federal grants, the College prohibits the manufacture, dispensation, distribution, possession, or use of marijuana in any form on any College-owned property, in the conduct of the College business, or as part of any College activity. Beginning September 8, 2016, Ohio law allowed certain activities related to the possession and use of medical marijuana. However, using and possessing marijuana remains a crime under federal law and continues to be prohibited by and a violation of College policy.

This prohibition applies even when the possession and use would be legal under the laws of the State of Ohio. As a result, those with medical marijuana prescriptions/cards are not permitted to use medical marijuana on campus, in the conduct of College business or as part of any College activity.

1.06.4 Impact on Financial Aid

Students convicted of possessing, using, and/or selling illegal drugs, on or off campus, during a time of enrollment and receiving financial aid, will become ineligible for federal aid for a period of time, as follows:

Possession of Illegal Drugs: 1st offense – 1 year of ineligibility from date of conviction; 2nd offense – 2 years of ineligibility from date of conviction; 3rd or more offense – indefinite period of ineligibility.

Sale of Illegal Drugs: 1st offense – 2 years of ineligibility from date of conviction; 2nd or more offense – indefinite period of ineligibility.

If a conviction includes both possession and sale of illegal drugs, the length of disqualification will be for the longest period.

Students may meet with a Financial Aid Counselor for more detailed information on ineligibility and regaining eligibility.

1.06.5 Sanctions

Edison State Community College reserves the right to investigate potential violations of this policy in a reasonable manner including observing behavior and performance, individual drug or alcohol testing and company property searches. The College also reserves the right to warn, reprimand, suspend, or dismiss any student or employee who violates the College conduct and discipline policy. Referral for legal prosecution in accordance with local, state, and federal laws and regulations may also occur. The College's response will depend on the severity of the offense, number of previous offenses, and extenuating circumstances. For students, all College judicial and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. Disciplinary sanctions may also include completion of an appropriate drug treatment program.

1.06.6 Violations of the Drug Free Workplace Act

In accordance with the Drug Free Workplace Act, employees are required to notify the College of any criminal substance conviction for a violation occurring on campus, campus property or while using Edison owned vehicles/equipment no later than 5 days after each conviction. Employees are to notify the College's Human Resources office.

Edison will notify the funding agency within 10 calendar days after receiving notice from an employee or otherwise receiving actual notice of conviction.

Within 30 calendar days of receiving notice with respect to any employee who is convicted:

- Disciplinary action will be taken against the employee up to and including termination.
- Disciplinary action may require the employee to satisfactorily participate in or complete an approved substance abuse/rehabilitation program as a condition of his/her continued employment.

1.06.7 Health Risks

The health consequences of alcohol and substance abuse are numerous and unpredictable. Short term risks include injuries related to automobile crashes,

unwanted pregnancies, loss of employment, poor grades or work performance, and financial problems. Long term risks include a variety of physical and mental health issues, including addiction and/or death.

Symptoms of addiction include:

- Drinking or getting high for relief
- Increased tolerance
- Feeling guilt or remorse (as a result of behavior while under the influence)
- Negative attitudes or blaming others for problems
- Anxiety or depression
- Complaints from family/friends about drinking or drug use
- Decline in work performance
- Inability to remember what happened when drinking (blackouts)

1.06.8 Resources for Students and Employees

A variety of resources exist for alcohol and other drug prevention, education, and counseling:

Toll-Free numbers for health information:

<https://health.gov/nhic/pubs/tollfreenumbers/>

Tri County Board of Recovery and Mental Health Services:

<http://www.mdsadamhs.mh.state.oh.us/>

For alcohol, drug, or other health related information, programs, or presentations available, contact:

College's Health and Wellness Services 937-778-7840 or visit the Health and Wellness Services website at: <http://www.edisonohio.edu/HealthWellness/>

See Drug Free Campus and Workplace Procedure 3358-1-06