



# **DRUG-FREE WORKPLACE POLICY**

Published by the Authority of the

## **BOARD OF TRUSTEES**

Community Colleges District No. 508  
226 West Jackson Boulevard  
Chicago, Illinois 60606

**Adopted July 6, 1989**

The City College's Board of Trustees is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis. It is the policy of the Board of Trustees of City Colleges of Chicago (hereafter referred to as City Colleges) that its workplaces shall be drug-free. Accordingly, the following rules and regulations are effective, July 6, 1989.

### **Regulations**

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on City Colleges premises or while performing work for City Colleges is prohibited.
2. Being under the influence of any controlled substance while on City Colleges premises or while performing work for City Colleges is prohibited.
3. As a condition of his or her employment, each employee shall agree in writing to abide by the terms contained in this policy; and
4. Agree to notify City Colleges of any drug related criminal conviction for no later than five (5) days after such conviction.

### **Disciplinary and other Employer Action**

1. Violation of the alcohol, drug and weapons policy may result in disciplinary action, up to and including termination.
2. City Colleges shall take disciplinary action against an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. Also City Colleges shall notify the appropriate federal agency from which it receives grant monies, of an employee's conviction of a drug offense, within ten (10) days after receiving notice of such a conviction.
3. City Colleges may also require an employee who violates this policy to satisfactorily participate in an employee assistance program or a substance abuse assistance or rehabilitation program.

### **Definitions**

For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one:
  - a. which is not legally obtainable;
  - b. which is being used in a manner different from that prescribed; or
  - c. which is legally obtainable but has not been legally obtained
2. A conviction is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal statutes.