

## **HOLYOKE COMMUNITY COLLEGE**

### **DRUG FREE WORKPLACE POLICY**

Holyoke Community College seeks to ensure a safe, healthy and productive work environment for all employees. Evidence clearly indicates that substance abuse by employees results in low productivity, high absenteeism, excessive use of medical benefits, and a risk to their own safety as well as that of their co-workers. In a good faith effort to comply with the Federal Drug-Free Workplace Act, the College wants to re-emphasize its long-standing policy against the use of illegal drugs and alcohol on the premises. It is prohibited for any employee of the College to unlawfully manufacture, distribute, dispense, possess or use controlled substances at the workplace.

The College has taken steps to combat the dangers posed by substance abuse. The College contracts with the following Employee Assistance Programs (EAP) to provide assessment, referral services, and short-term counseling:

**EMPLOYEES:** Through **LifescopE EAP**, employees, their spouses or domestic partners, and dependent children can utilize LifeScope EAP by calling at 1-800-828-6025.

**STUDENTS:** Through **WellConnect**, students, their families and members of their household may use WellConnect by calling 1-800-326-6142.

Both programs offer twenty-four hour/seven day a week service that is free and confidential, with access to one-on-one counseling at locations and time convenient to the individual.

Other resources that may be available to you include the state's group health insurance providers who have handbooks outlining benefits available to enrolled state employees and their families.

In a further effort to safeguard its employees, the College policy calls for disciplinary actions, up to and including discharge, in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace.

In addition, all employees are required to notify the Human Resources Office in writing of any conviction for a violation of a statute occurring in the workplace, no later than five calendar days after such a conviction. Within thirty calendar days after receiving such notification, the College must take appropriate personnel action. This may include requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.