

Information For A Drug Free College

For College Employees

To further the educational aims of the institution, and in accordance with state and federal laws, the college seeks to improve the educational and work environment in the college and its activities by eliminating drugs in the college.

We would like you to know about the health risks, available resources, and current policies at COD regarding the use of drugs and alcohol.

This information is provided in accordance with the Safe and Drug-Free Schools and Communities Act (20 U.S.C. § 1701 et seq.) and the Drug Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.)

Health Risks

The consumption of alcohol and drugs of any level may have serious risks. For example: altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders; addiction; altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; permanent damage to the liver, heart and central nervous system leading to death. For more information, consult your physician or local or college library.

COD Employee Assistance Program available

Call Cadence Health, (888) 933-1327, 24 hours a day for referral to drug and/or alcohol counseling rehabilitation services.

On-Campus Help

- Counseling, (630) 942-2259

Criminal Penalties

Illegal use of alcohol and/or drugs can carry severe criminal penalties upon conviction, including the imposition of fines, probation and/or imprisonment. Details on the penalties are available from the College of DuPage Police Department, (630) 942-2000.

Education and prevention programs at College of DuPage include:

- National Association of Alcohol Awareness Week
- Alcohol and Drug Awareness Brochures and Displays
- COD Classes: Human Services Courses on Addiction and Addiction Counseling, Physical Education 2251

**Employee Rights
and Responsibilities**

Drug-Free College

No employee will inappropriately possess, use, be under the influence of, dispense, distribute or manufacture any controlled substances, alcohol or drugs in the workplace or at any college-sponsored activity or function.

Any employee who is convicted of unlawfully possessing, using, dispensing, distributing or manufacturing any controlled substances, drugs or alcohol in the workplace must notify the Vice President of Human Resources in writing within five calendar days of the conviction.

Violations of this policy will follow the disciplinary and termination procedures as disseminated in the Employee Guidebooks and applicable collective bargaining agreements.

At the college's discretion and on approval of the Vice President of Human Resources, the employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the college and approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency as a condition of continued employment. Satisfactory participation will be evaluated on a case-by-case basis depending on the extent of debilitation and the nature of the program.

The appropriate disciplinary or referral action will be taken as necessary. Discipline will be evaluated on a case-by-case basis depending on the extent of debilitation and the nature of the program. Discipline may vary from a written warning to unpaid suspension and/or termination of employment.

**Special Provision for
Grant Employees**

In the case of a federal grant or contract, the college will notify the appropriate federal contract or grant agency within 10 calendar days of receiving notification of the conviction.

Further References

Please see Board Policy 15-30 and Board Procedure 15-30 for further information.