

Administrative Procedure 240.2B

Name of Procedure: Alcohol and Drug-Free Workplace Procedure

Policy Number: 240

Notification Procedures

On a quarterly basis, the Vice President of Student Services Office will send all current and new students an email providing them with the information about the use alcohol and illicit Drugs.

On a quarterly basis, the Vice President of Student Services Office will send all current and new employees an email providing them with information about the Annual Drug Free Schools and Communities Act Notice including a brief summary of the information regarding health risks associated with the use of alcohol and the use of illicit drugs.

On a quarterly basis, the Vice President of Student Services Office will send all current and new students an email providing them with information about the Code of Student Conduct and Discipline measures corresponding to infractions of use of drugs and alcohol at Lower Columbia College.

The Student Activities Office will collaborate annually with Safety & Security, the Vice President of Student Services Office to plan and conduct health and safety programming about substance use/abuse throughout the year.

On an annual basis, Human Resources will send all current and new employees an email providing them with information about the Annual Drug Free Schools and Communities Act Notice including a brief summary of the information regarding health risks associated with the use of alcohol and the use of illicit drugs.

The Human Resources Office will collaborate with Safety & Security to plan and conduct training regarding Policy 240.

Lower Columbia College's Human Resources Department requires that all new personnel verify they have read and they will abide by and comply with Alcohol & Drug Free Workplace policy.

On a biennial basis, the College will review the College's Drug Free Schools and Communities Act program to determine the program's effectiveness and implement any needed changes to the program, determine the number of drug and alcohol related violations and fatalities that occur on campus or as part of the College's activities and are reported to campus officials, determine the number and type of sanctions imposed on students and employees by the College as a result of drug and alcohol related violations and fatalities on campus or as part of any College' activities, and ensure the sanctions are consistently enforced.

Approved 1-22-20