



Drug-Free Workplace Policy

Berkshire 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 of 1988**, BCC wants to re-emphasize its long-standing policy against the use of illegal drugs and alcohol on college premises. It is prohibited for any BCC employee 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. Some resources available to you include the Governor's Alliance Against Drugs which provides drug and alcohol education materials and is active in local schools and communities; the state Department of Public Health's Division of Substance Abuse which has an information and referral hotline (800-327-5050) (TDD 617-547-2111) to help find out about treatment options and resources; and the state's insurance providers which have manuals outlining benefits available to enrolled state employees and their families.

In a further effort to safeguard its employees, college policy calls for disciplinary actions, up to and including termination, in instances where employees are found to have engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. In compliance with the **Drug-Free Workplace Act of 1988**, all employees are required to adhere to the provisions and requirements contained in this letter.

In addition, all employees of this college are required to notify the Human Resources Office in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such a conviction. Any employee convicted of a drug offense for a violation which occurred in the workplace may be required to participate in a drug rehabilitation program or be subject to termination.

If you have any further questions, please contact Human Resources at extension 1021.



Office of Human Resources

TO: BCC Employees

FROM: Melissa Loiodice, Director of Human Resources

SUBJECT: **DRUG AND ALCOHOL POLICY**

The 1989 amendments to the “Drug Free Schools and Campuses Act” requires that, “as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” Therefore, I have attached this policy statement for your review.

Please read this statement carefully in order to become more fully aware of your rights and responsibilities as an employee regarding these issues.

We are interested in receiving an acknowledgement of your receipt of Berkshire Community College’s Drug & Alcohol Policy. Please indicate this by signing below and returning this sheet to the Office of Human Resources for inclusion in your personnel file.

Thank you.

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I acknowledge my receipt of the DRUG & ALCOHOL POLICY.

Employee’s Signature

Date

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment.