

Western Iowa Tech Community College

Drug-Free Workplace

It is the policy of the Board that within the powers of the College, reasonable measures shall be taken to establish and maintain a controlled substance-free workplace as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act/Amendment of 1988 (PL101-226).

1. Employees are expected to report for their assignments on time and in condition to perform the responsibilities of their positions, unimpaired by the unlawful use of a controlled substance. The College shall endeavor to provide a drug-free, healthful, safe and secure work environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises, or while conducting College business off College premises, is absolutely prohibited. Violations of this policy may result in disciplinary action up to and including termination and may have legal consequences.
3. The College shall establish an awareness program to inform employees about the dangers of substance abuse, the College's policy of maintaining a substance-free workplace, any available counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for violations occurring in the workplace.
4. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. The report must be made within five (5) days following the conviction.
5. Within 30 days of receiving a report of conviction as described in paragraph number four (4) above, the College shall:
 - a. Take appropriate personnel action against such employee, up to and including termination, or
 - b. Require the employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Drug-Free College Community Program and Procedures

PROGRAM

Each employee and student will be provided with a copy of the Drug Free College Community Program and Procedures, along with information as approved by the

College which describes health and safety risks of substance use and abuse and available drug and alcohol counseling, treatment, or rehabilitation programs.

The College shall direct distribution of this information to all students and employees. Distribution to students shall be arranged through the Dean of Students. Distribution to employees shall be through the Human Resources Office, and the Drug-Free College Community Program and Procedures will be available in the Human Resources office and online on MyWit. Newly hired employees shall receive the information as a part of the employee orientation process.

PROCEDURES

Careful consideration will be given to the concerns of involved parties in order to determine sanctions which best serve to assist the affected individual and at the same time serve to promote a healthy, safe, and secure collegiate environment.

Students

The Dean of Students, in consultation with involved staff, will determine sanction(s) for policy violation regarding students in accordance with established policies and procedures.

Employees

The Chief Human Resources Officer, in consultation with the immediate supervisor of the affected employee, will determine sanction(s) regarding staff members. In some instances, implementation of the sanction(s) may require the approval of other administrators in the organizational structure, up to and including the President, and may ultimately require Board approval.

SANCTIONS

A. LEGAL - Applicable to all persons.

Federal, state, local, and WITCC penalties and fines may apply to persons involved with the possession, manufacture, distribution, or dispensation of a controlled substance (279.9, USCS, Iowa Code, and Municipal Code Sioux City.)

B. COLLEGE - Applicable to students.

When a student has violated the Drug-Free College Community Program and Procedures, one or more of the following sanctions may apply:

1. Referral to an information distribution center.
2. Referral to a College counselor for assessment/assistance.
3. Verbal recommendation that the student seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.

4. Mandatory participation in a community education course on substance abuse at an accredited treatment agency.
5. Required chemical dependency assessment within 10 days of imposition of sanctions at an accredited substance abuse agency and adherence to subsequent recommendations.
6. Suspension from College pending completion of an assessment at an accredited substance abuse treatment agency and adherence to all subsequent recommendations.
7. Dismissal, with a verbal recommendation that the student seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.

In addition to or in lieu of any of the Penalties for "Acts of Misconduct" under the General Conduct section of the Student Handbook, when alcohol or drug abuse appears to be a factor, sanctions listed herein may be applied.

C. COLLEGE - Applicable to employees.

When an employee has violated the Drug-Free College Community Program and Procedures, the following may apply in addition to, or in lieu of, other existing employee sanctions:

1. Verbal recommendation that the employee seek an assessment from an accredited substance abuse treatment agency and follow all subsequent recommendations.
2. Referral to an accredited substance abuse treatment agency for an assessment and mandatory adherence to all subsequent recommendations.
3. Probationary status pending completion of an assessment and subsequent recommendation at an accredited substance abuse treatment agency.
4. Suspension from duties, pending completion of an assessment and subsequent recommendation at an accredited substance abuse treatment agency.
5. Termination of employment, with a verbal recommendation that the employee seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.

MISCELLANEOUS

- A. When employees or students suspect another individual is having alcohol or other drug-related difficulties, they are encouraged to intervene by sharing their concerns with the individual, or they may contact a College counselor for confidential assistance on how to best help this person.
- B. When a student witnesses possession of alcohol or other controlled

- substances by another student or employee on WITCC property, it is strongly suggested that s/he report the incident to a College counselor.
- C. When an employee witnesses possession of alcohol or controlled substances by a student on WITCC property, the following must be applied:
1. The Security Office must be notified immediately.
 2. Student(s) believed to be in possession of controlled substances must be reported to the local law enforcement agency.
 3. All persons of minority age believed to be in possession of alcohol must be reported to the local law enforcement agency.
 4. Following due process procedures, the Dean of Students, or designee, in consultation with the witnessing employee and/or a College counselor, may apply one or more of the sanctions listed herein.

Note: Taken from 2022 WITCC Employee Handbook.

Attachments: Siouxland Community Information and Referral Resources

Siouxland Area Substance Abuse Resources

Rosecrance Jackson Centers
800 5th St #200
Sioux City, IA
712-234-2300

Seasons Center
831 Gordon Dr
Sioux City
800-242-5101

Transitional Services of Iowa
1221 Pierce St
Sioux City, IA
712-255-0204

Mercy One Chemical Dependency
801 5th St
Sioux City, IA
712-279-2438

UnityPoint Health – St. Lukes
2720 Stone Park Blvd.
Sioux City, IA
712-279-3500

Plains Area Mental Health
900 N 2nd St
Cherokee, IA
712-225-2575

Plains Area Mental Health
515 IA-39
Denison, IA
712-263-3172