



Presentation/Proposal Form

[Add Title Here]

Name: _____

Date: _____

Department: _____

Contact Information: _____

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

Current General and Human Resources Drug Free Campus Policies

G-7-0 Drug Free Campus

Reviewed Summer 2014

"In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, COCC's Drug Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campuses, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures."

G-32-6 Drug-Free Workplace Policy

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 -475.346, COCC's Drug Free Campus Policy includes prohibiting the use or possession of medical or recreational marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

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Updated G-7-0 Policy (Sharla Andresen)

G-7-0 Drug Free Campus

"In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students.

COCC's Drug Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. While Oregon law as of July 1, 2015, may allow certain marijuana-related activities, such as limited medical marijuana use and other recreational use and possession, using and possessing marijuana in any form remains a crime under federal law. COCC's policies related to the use and possession of recreational marijuana has not changed now that the state of Oregon's recreational marijuana law has taken effect.

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Revision for Human Resources Policy G-32-6 Drug-Free Workplace Policy

COCC Employee Conduct - Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students.

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Committee please advise if the following should be included as part of the policy or if this should be a new General Procedure

COCC Employee Conduct - Drug and Alcohol Policy

Policy Purpose:

Central Oregon Community College has a responsibility to our employees, to our students, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy.

Scope:

This policy applies to all employees of COCC while on COCC premises, as that term is described below. The Human Resource (HR) department is responsible for policy administration.

Definitions:

a. "COCC premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by COCC, or any site on which COCC is conducting work-related activities.

b. "Drugs" shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (as the same is defined in ORS 475B.005 pr Schedules I through V under the Federal Controlled Substance Act, 21 U.S.C. Section 812).

c. "Alcohol" shall include any form of alcohol consumption, including but not limited to beer, wine, wine coolers or distilled liquor.

d. "Refuse to cooperate" means any employee who: (1) expressly refuses to take a test when so requested; (2) fails to provide an adequate breath, saliva, or urine sample without a valid explanation; or (3) engaged in conduct that clearly obstructs the testing process.

Possession, Use or Distribution of Illegal Drugs or Alcohol:

The following conditions and activities are expressly prohibited on COCC premises and/or during work time and/or while representing COCC in any work-related fashion and will subject employees to disciplinary action at the sole discretion of COCC, up to and including immediate

termination of employment, and may be referred to local law enforcement authorities, if necessary:

- a. The unlawful manufacture, distribution, offer, sale, attempt to sell, use or possession of alcohol or illicit drugs.
- b. Reporting for work or being at work under the influence of alcohol or illegal drugs in a manner that may impair work performance.

Foundation Events:

Alcohol is prohibited on COCC premises except at Foundation sponsored events where prior permission has been granted. Alcoholic beverages may be served at special events sponsored by the College Foundation where the target audience is not primarily students and with prior approval of the President and notification of the Board. The servicing of alcoholic beverages will be managed and handled by a licensed food service contractor.

Employee Assistance:

COCC will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other COCC policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, or otherwise accommodated, as required by law. Employees may be required to provide documentation of successful completion of a prescribed treatment program. Employees may also be required to submit to follow-up testing if, in the College's determination, the employee's position involves performing safety-sensitive functions. Employees who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. Any employee returning to work after such treatment will be expected to comply with all aspects of this policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug or alcohol test or to avoid taking a drug or alcohol test when requested to do so under the terms of this policy.

Once an alcohol and/or drug test has been initiated by COCC under this policy, (in lieu of the employee seeking employee assistance), and unless otherwise required by law, the employee may forfeit the opportunity to use accrued paid time off or other employee leave options. The employee may also be placed on a leave of absence, be referred to treatment providers, or otherwise be accommodated to ensure their safety and the protection of the College and its employees. Employees who violate this policy and/or fail to seek treatment, may be subject to disciplinary action, up to and including dismissal.

Testing:

Pre-employment: Offers of employment for certain positions may be contingent upon successful passage of a College required drug test.

Reasonable suspicion: The College will require any employee to be tested for alcohol and/or illegal drugs if the employee's physical appearance or pattern of behavior gives a supervisor or College official reason to believe the employee may be impaired. The basis of suspicion may be

a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Reasonable cause testing also includes testing an employee for the presence of prescription medication when the college has reason to believe the employee may be abusing the medication.

The College will be responsible for transporting the employee, or arranging for the employee to be transported, to the testing facility.

COCC reserves the right to search employee workspaces and personal affects for the presence of prohibited alcohol, illegal drugs, and controlled substances at any time when reasonable suspicion exists that an employee may be under the influence. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Notification of Test Results:

All drug test results received from a laboratory will be forwarded to Human Resources. In forwarding test results, the laboratory staff will only report results to authorized College officials. The College will be notified of both the employee's name and the drug(s) for which they were tested. Any employee who tests positive will be given the opportunity to discuss that result with the laboratory staff prior to the College taking disciplinary action. In talking with any such individual, the laboratory staff will follow up on all information deemed necessary to resolve the employee's positive drug test. If the laboratory staff determines that an employee's positive test result was due to his/her authorized use of prescription medication they will immediately report that result to the College and no further action will be taken. However, if an employee cannot provide a reasonable explanation for his/her positive test results, the College will then take disciplinary action consistent with the terms of this policy.