

## **COLLEGE POLICY 479**

### **PERSONNEL**

#### **DRUG-FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Any UA Cossatot employee violating this policy will be subject to discipline, up to and including termination. The specifics of this policy are as follows:

1. UA Cossatot will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances while on the job or on UA Cossatot property will be subject to discipline, up to and including termination.
2. The term controlled substance means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed for the individual using them by a licensed physician.
3. Each employee is required by law to inform the college within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. UA Cossatot must notify the federal funding agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or federal grant within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
5. If an employee is convicted of violation of any criminal drug statute while in the workplace, he or she will be subject to discipline, up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.

6. Abiding by the Drug-Free Workplace Policy is a considered a condition of further employment for all state employees and any employee on any federal government contract.

Note: At UA Cossatot, sections 3 and 4 of the Drug Free Workplace Policy will be carried out by requiring the convicted employee to inform his or her department head, director, or other appropriate supervisor of the conviction immediately and by having that supervisor report the conviction immediately to the vice chancellor to whom she or he reports. The vice chancellor so notified will convey the information, on behalf of the college, within the required ten-day period, to the U.S. agency with whom the federal contract in question is held.

Further information about controlled substances and about the health risks associated with the use and abuse of alcohol and other drugs is available from Human Resources and the River Ridge Treatment Center at (*Inpatient Treatment Only*), 7000 North State Line, Texarkana, AR 71854 (870) 774-1315, and through the Employee Assistance Program.

Information about locally-available sources of substance-abuse counseling is available from the sources below:

**SOUTHWEST ARKANSAS COUNSELING AND MENTAL HEALTH CENTER**  
24-Hour Emergency Service (800) 652-9166 (Crisis Line)

**TEXARKANA CLINIC & ADMINISTRATIVE OFFICES**  
2904 Arkansas Blvd., Texarkana, AR 71854 (870) 773-4655

**DEQUEEN CLINIC**  
1312 W. Collin Raye Drive, P.O. Box 459, De Queen, AR 71832 (870) 584-7115

**NASHVILLE CLINIC**  
508 N. Second St., P.O. Box 576, Nashville, AR 71852 (870) 845-3110

May 11, 2021  
January 9, 2017  
September 8, 2014  
March 28, 2011  
July 30, 2001

**DRUG FREE WORKPLACE  
ACKNOWLEDGEMENT**

I, \_\_\_\_\_, an employee of Cossatot Community College of the University of Arkansas, hereby verify that I have received a copy of this college's policy regarding the maintenance of a drug free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the college's premises and violation of this policy can subject me to discipline, up to and including termination. I realize that as a condition of employment on such federal contract, I must abide by the terms of this policy and will notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that my employer communicates this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date