



COLLEGE POLICY

Policy Name: Drug Free Workplace	Policy Number: CP 5.13
Board Policy Reference: n/a	Approvals: College Advisory Council 12/2/24 President 12/15/24
Applicable WAC/RCW: Uniform Controlled Substances Act, Ch. 69.50 RCW.	

Cascadia College Policy: Drug-Free Workplace (AP6.3.110.08)

Policy Statement

Cascadia College is committed to providing a drug-free, healthful, safe, and secure work and educational environment. In compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by students and employees on College premises, in College vehicles, or while conducting College business is strictly prohibited.

Prohibited Conduct

The following actions are strictly prohibited:

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol on College property or during College-sponsored activities.
Engaging in any drug-related activities that violate local, state, or federal laws while on College premises or while conducting College business.

Expectations for Employees and Students

Employees:

No employee will report to work while under the influence of alcohol, marijuana or any unlawful controlled substance.

Students:

Each student is expected to be in a mental and physical condition that allows full participation in the learning process.

Disciplinary Actions

Violations of this policy by employees or students will result in disciplinary actions, which may include:

- Mandatory participation in a substance abuse assistance or rehabilitation program.
- Disciplinary actions up to and including termination of employment or expulsion from the College.
- Legal action as appropriate under federal, state, and local laws.

Disciplinary actions will be determined on a case-by-case basis depending on the specific circumstances and will be processed in accordance with state regulations, collective bargaining agreements, student conduct codes, or other relevant College policies.

Mandatory Reporting

Employees must report any conviction under a criminal drug statute for violations occurring on College property or while conducting College business. An employee is required to notify Human Resources and their supervisor within five (5) days of such a conviction. Cascadia College must report the conviction to the appropriate federal grant or contracting agency within ten (10) days of receiving notice of the conviction if the employee is working under a federally-sponsored grant or contract.

Support and Rehabilitation

Cascadia College recognizes that drug abuse and dependency are serious health, safety, and security issues. Employees who need assistance with drug or alcohol problems are encouraged to use the State Employee Assistance Program and/or employee medical insurance plans. Seeking help voluntarily will not jeopardize an employee's job security.

Responsibilities

The Human Resources department is responsible for implementing and maintaining this policy, including the establishment of a drug awareness program to ensure compliance with the Federal Drug-Free Workplace Act.

Relevant Laws and Resources

- Federal Drug-Free Schools and Communities Act, 20 U.S.C. § 7101 et seq.
- Federal Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.