

DRUG-FREE WORKPLACE

I. Purpose

Western Dakota Tech (WDT) believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the College community and interferes with educational and occupational success.

II. General Statement of Policy

- A. The College fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption, and distribution of drugs and alcohol on College property, during classes and at activities officially sponsored by the College. Students and employees may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the College except by permission of the Rapid City School Board or designee.

WDT supports all federal, state, and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students and employees of the College from the illegal possession, purchase, sale, and manufacture of controlled substances and alcohol.

Controlled Substance Offenses – Criminal possession, sale or use of drugs is covered in South Dakota Codified Law. A violation of any law regarding drugs while at the workplace or on campus is a violation of this policy and will be treated as a disciplinary matter by the College.

Alcohol Offenses – The State of South Dakota sets 21 as the minimum age to purchase or possess any alcoholic beverage. A violation of any law or WDT policy regarding alcohol while at the workplace or on campus is also a violation of this policy and will be treated as a disciplinary matter by the College.

The College will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the College or outside agencies, disciplinary action will be taken by the College for violations of the law, College policy, or College conduct regulations. All students and employees should be familiar with the Drug Free Workplace Policy and abide by it.

Employees must notify WDT's Human Resources Director in writing within five days of a conviction for a violation of criminal drug statute that occurs in the workplace.

The Student Code of Conduct in the Student Handbook addresses student violations of the policy.

- B. Sanctions for Violation or Non-compliance – Violations of this policy by employees will result in disciplinary actions that may include a warning, temporary suspension from duties with or without pay, or termination of employment. Disciplinary actions will be pursued consistent with existing policies and agreements. The nature and extent of these actions depend on a variety of factors, including the severity of any work rule violations, the pattern and frequency of observed substance related problems, past work record, or any other consideration which may be considered relevant by the College. The need for disciplinary action and the appropriate penalty for employees will be handled accordingly by the Human Resources Director and others as appropriate. The Student Code of Conduct addresses student violations of this policy.
- C. Maintenance of Drug-Free Workplace – Good faith efforts on the part of WDT to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community as well as implementation and strict enforcement of this policy.

The Human Resources Director and Student Success Center Staff or designees will coordinate ongoing drug education and awareness programs including the Employee Assistance Program (EAP) for employees, the Student Health 101 Newsletter for students, and other drug informational materials and programming as appropriate. Students and employees are expected to avail themselves of these programs and materials. Schedules and locations will be publicized in various College media and by individual notification.

- D. Known Health Risks – As part of the effort to create a drug-free campus, WDT believes the College community should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. WDT provides information and educational programs on substance abuse throughout the year to students and employees. Listed below are some of the health risks associated with using/abusing alcohol and various drugs. (Please note that the dangers associated with substance abuse are not limited to only the conditions listed below.)
 - Alcohol - Heart and liver damage; brain damage; death from overdose and accidents
 - Marijuana/Hashish - Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence

- Cocaine - Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, heart damage/heart attack, and death from overdose
- Stimulants - Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose
- Depressants - Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol
- Narcotics - Addiction with severe withdrawal symptoms, loss of appetite, death from overdose
- Hallucinogens - Anxiety, depression, impaired memory, emotional breakdown, death from overdose
- Inhalants - Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death

Please contact the Human Resources Office or Student Success Center for additional information on the risks involved with the misuse of drugs and alcohol.

- E. Available Assistance – Employees are encouraged to utilize the confidential EAP when necessary. Information pertaining to the EAP is available in the Human Resources Office and posted in the distribution center.

Students are encouraged to contact the Student Success Coaches for assistance with drug and alcohol concerns. Community resources and confidential third-party counseling services are available.

The South Dakota Department of Social Services maintains a statewide list of prevention and treatment programs. The list is available at <http://dss.sd.gov/behavioralhealth/community/treatmentservices.aspx>.

III. Definitions – None

IV. Reporting Procedures

- A. A supervisor having knowledge or having received notification of a violation of this policy shall immediately report such violation to the Human Resources Director.
- B. Knowledge or having received notification of a violation of this policy by a student shall immediately be reported to the Student Success Director/Registrar or VP for Institutional Effectiveness and Student Success.
- C. Application of the College's corrective discipline policy for violation of this policy and any other related questions should be referred to the Human Resources Director.

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDT website on the policy page.
- B. New employees receive a copy of the policy at the time of their new employee orientation. All employees are required to read the policy and take a Drug and Alcohol Abuse Prevention Program (DAAPP) quiz upon hire and annually thereafter.

Legal References:

Drug Free School and Communities Act of 1989
South Dakota Codified Law 35-9-2
South Dakota Codified Law Chapter 22-42

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