

---

TOPIC:	Policy Number:
Drug Alcohol and Controlled Substances Abuse - Procedures	C7

---

All full-time employees are required to sign a consent form to take a drug and/or alcohol test for the use of controlled substances and/or alcohol in the event that there is reasonable suspicion or cause for a drug and/or alcohol test. Signing a consent form is a condition of continued employment.

If an employee is suspected of working under the influence of a controlled substance, Cloud County Community College may administer a drug and/or alcohol test.

**Reasonable Suspicion or Cause.** All employees may be asked to submit to a drug and/or alcohol test if reasonable suspicion exists to indicate their ability to perform work may be impaired. Individuals who refuse to submit to a drug and/or alcohol test may be subject to disciplinary sanctions up to and including termination.

At least one (1) supervisory personnel and the appropriate Vice President must concur that there is reasonable suspicion for a drug and/or alcohol test.

Factors which may establish reasonable suspicion include, but are not limited to:

- Odor of alcohol and/or residual odor peculiar to some chemical or controlled substance;
- Discovery of substances in an employee's possession or near the employee's workplace;
- Involvement in an accident, or near-accident when driving for the college;
- Sudden change in work performance;
- Repeated failure to follow instruction or operating procedures;
- Violation of College policies;
- Unexplained and/or frequent absenteeism;
- Disorientation; and
- Arrest or conviction for violation of criminal drug statutes.

Individuals who violate the terms of this policy may be subject to any or all of the following sanctions:

- Placement on probationary status;
- Short-term suspension with pay;
- Short-term suspension without pay;
- Long-term suspension without pay;
- Reported to the appropriate law enforcement officials;
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
- Termination or dismissal from employment.

---

TOPIC:	Policy Number:
Drug Alcohol and Controlled Substances Abuse - Procedures	C7

---

Prior to under this policy, individuals will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law.

Nothing in this policy and procedures is intended to diminish the right of the College to take any other disciplinary action. If it is determined that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

In order to ensure that individuals are aware of the standard of conduct established by this policy and the sanctions for violation of that standard, a copy of this policy and procedures will be distributed to all employees of the College eligible for health insurance benefits.

---

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
9/27/11	3/3/20			

---