

DRUG & ALCOHOL-FREE WORKPLACE

Policy Statement

It is the policy of Randolph Community College to provide employees and students an environment that is free of drugs and alcohol. This policy is established to ensure the safety and well-being of employees and students of RCC, as well as the general public. All employees (full-time, permanent part-time, part-time, temporary, or employed under College Work Study Program) and students are covered by this policy.

It is the responsibility of all employees and students to become familiar with the expectations of RCC, to comply with the provisions of this policy, and to report to their immediate supervisors or advisors any observed and/or suspected violations of this policy. While visiting campus, members of the public are required to adhere to this policy.

Alcohol and drug abuse are legitimate concerns when they impact the College and College-related activities, whether on campus or at another location. The College maintains the right to conduct random drug testing of employees as a deterrent to drug usage/activity.

Note: In the event of a conflict between the provisions of this policy and related federal/state laws or policies, the federal/state laws or policies shall always take precedence.

Illegal Drug Activity/Usage:

Randolph Community College does not differentiate between drug users, drug pushers, or drug sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while at the workplace, on College premises, or as part of any College-related activity, will be subject to disciplinary action up to and including termination or expulsion and reported to the appropriate law enforcement authority.

The College maintains the right to require drug testing upon suspicion of drug usage or drug activity of a student or employee (A drug testing authorization form must be completed by the College's Human Resources Office and given to the suspected student or employee and a copy forwarded to the health agency identified to conduct the test). If the suspected student or employee does not complete the required drug testing within the allotted timeframe, automatic dismissal may occur.

If an employee or student is convicted of violating any criminal drug statute while at the workplace, on College premises, or as part of any College - related activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the College. Each employee or student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while at the workplace, on College premises, or as part of any College-sponsored activity.

Convictions of employees working under federal grants, for violating drug laws at the workplace, on College premises, or as part of any College sponsored activity, shall be reported to the appropriate federal agency. The College personnel office must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of the notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Drug	Warning Signs
<p>Cocaine & Crack</p> <p>Physical Dependence – High Psychological Dependence – Yes Tolerance – Yes</p>	<p>Nasal ulceration from sniffing, white powder around nose, sniffles similar to common cold, tools for use (spoons, razor blades, mirror, tightly rolled paper), unexplained burst of energy. Freebasing: convulsions, seizures, paranoia, death, increased temperature, brain hemorrhage, cardiac & respiratory arrest, feeling of bugs crawling on body, and increased pulse and blood pressure.</p>
<p>Depressants <i>(Downers, tranquilizers, sedatives, barbiturates)</i></p> <p>Physical Dependence – High Psychological Dependence – High Tolerance – Yes</p>	<p>Irritability; slurred speech; unsteady gait; shock; coma; convulsions; drowsiness/lethargy; death; slowed body movements; decreased sexual drive; inhibitions decreased; impaired judgement, attention, and memory; and decreased blood pressure, pulse, and respirations.</p>
<p>Narcotics <i>(downers, heroin, morphine, Demerol, codeine)</i></p> <p>Physical Dependence – High Psychological Dependence – High Tolerance – Yes</p>	<p>Drowsiness; slurred speech; shock; coma; convulsions; death; scars along veins; constricted pupils; decreased blood pressure & respirations; slowed movement; marks on body from injections; respiratory depression & arrest; impaired attention, memory, & judgement. Tools for use: bent spoon, syringe & needle, strap or belt to raise vein. Withdraw Symptoms: runny nose, tearing eyes, stomach cramps, appetite loss, vomiting, diarrhea, goose pimples all over body, and muscle spasms.</p>
<p>Alcohol</p> <p>Physical Dependence – High Psychological Dependence – High Tolerance – Yes</p>	<p>Trouble stopping drinking once starts; experiences blackouts; drinks to decrease tension & escape problems; flashbacks; tries to hide the habit; needs more alcohol for desired effect; euphoria; drinks alone frequently to start the day; has difficulty with job, school, family, friends, and legal authority; and places alcohol before anyone or anything else.</p>
<p>Hallucinogens <i>(psychedelics, PCP, LSD, mescaline, MDA, ecstasy)</i></p> <p>Physical Dependence–None Psychological Dependence–High Tolerance–Yes</p>	<p>Mystical thinking, dilated pupils, impulsiveness, flashbacks, mood change, impaired judgement, self-destructive behavior, hallucinations, blank stare, unpredictably, euphoria, violent behavior, assaultiveness, increased blood pressure and temperature, and grandiosity (e.g.-thinking one can fly).</p>
<p>Marijuana <i>(pot - hallucinogen)</i></p> <p>Physical Dependence–Moderate Psychological Dependence–Moderate Tolerance–Yes</p>	<p>Euphoria, panic feelings, paranoia, excessive laughter, sense of relaxation, increased pulse, bloodshot eyes, odor of burnt rope in room, rolling papers/pipes for smoking, excessive use of room deodorizers/breath fresheners, heart attacks in susceptible individuals, poor memory of recent events, altered perception of time & space, decreased sperm count/abnormal sperm, increased sensitivity to external stimuli, impaired coordination, and appears intoxicated with no evidence of alcohol use.</p>
<p>Stimulants <i>(uppers, speed, amphetamines)</i></p> <p>Physical Dependence–High Psychological Dependence–High Tolerance–Yes</p>	<p>Loss of appetite, dry mouth, dilated pupils, lack of sleep, talkativeness, jitteriness, speeded up behavior, increased energy, hyper body movements. High doses can cause: confusion; irritability; fear; psychosis; abdominal pain; hallucinations; convulsions; coma; antisocial behavior; death; potential for violence; suspicious thoughts; repetitive & meaningless actions; and increased pulse, blood pressure, and temperature.</p>

Alcoholic Beverage Activity/Usage:

Any employee or student who possesses, uses, sells, or in any way transfers an alcoholic beverage to another person while at the workplace, on College premises, or as part of any College-related activity will be subject to disciplinary action up to and including termination or expulsion and reported to the appropriate law enforcement authority.

Note: Exceptions to the information in the previous paragraph are:

(1) Designated employee(s), on a case by case basis, can be authorized by the president of the College or the Board of Trustees chair to purchase and transfer unopened bottles of wine for off-campus Foundation or Board of Trustees events.

(2) Students can be approved, on a case by case basis, by their instructor, division chair, and campus security to possess alcoholic beverages for use in a student project.

If an employee or student is convicted of violating any alcoholic beverage control statute while at the workplace, on College premises, or as part of any College-related activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to participate satisfactorily in an alcoholic rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the College.

Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while at the workplace, on College premises, or as part of any College-related activity.

Disciplinary Action:

If an employee or student is determined to have violated any policy concerning open display, consumption, or serving alcoholic beverages, and/or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) while at the workplace, on College premises, or as part of any College-related activity (unless approved by the Board of Trustees for specific events held off campus), he or she will be subject to disciplinary action up to and including satisfactory participation in a drug abuse assistance or rehabilitation program, termination or expulsion. Disciplinary action may be subject to review through procedural Due Process as outlined in the Personnel Handbook and Policy Manual.

Resources for Help

Students: Individual confidential counseling sessions will be available in Student Services during normal operating hours.

Employees: Employee Assistance Program

(Contact the College Human Resources Office for contact information)

Employees/Students:

- Sandhills Mental Health Center - 800-256-2452
- Alcoholics Anonymous - 629-7167
- Narcotics Anonymous - 800-721-8225
- Randolph Family Crisis Center - 629-4159
- National Suicide Prevention Lifeline - 800-273-8255
- Help Line - 629-0313 or contact an RCC Student Services Counselor
- Rebekah Kingston - 633-0376
- Susie Scott - 633-0369