



POLICY: 6Hx28:10.08.2

Responsible Executive:
Vice President, Organizational
Development and Human Resources

Policy Contacts:

Specific Authority: 1001.64, F.S.
Law Implemented: 1Drug-Free
Workplace Act of 1988 (Pub. L.100-690,
Title V, Subtitle D), Federal Acquisition
Regulation (FAR; 48 CFR Subparts 9.4,
23.5, and 52.2); 34 CFR Part 85, Subpart
F - Drug-Free Workplace Requirements,
Sections 85.600-85-630 or Subpart F of
each applicable federal agency

Effective Date: 11-18-1992

Date of Last Policy Review:
11-18-1992

Drug-Free Workplace

Policy Statement:

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988, Valencia College will take such steps as are necessary in order to provide a drug-free workplace in accordance with the Act.

Policy History:

Adopted 4-19-89; Amended 11-18-92; [Repealed XX-XX-21](#); Formerly 6Hx28:07-36

Procedures:

The director of personnel services and employee relations shall take the following steps to provide a drug-free workplace as required by the Act by:

- I. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Valencia

College workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

- II. Establishing a drug-free awareness program to inform employees about:
 - A. the dangers of drug abuse in the workplace;
 - B. the college's policy of maintaining a drug-free workplace;
 - C. any available drug counseling, rehabilitation, and employee assistance programs; and
 - D. the penalties which may be imposed upon employees for drug-abuse violations occurring in the workplace;
 - III. Making it a requirement for each employee to be engaged in the performance of any Federal grant requires they be given a copy of the statement required by Paragraph A above.
 - IV. Notifying the employee in the statement required by Paragraph A above that, as a condition of employment under the grant, the employee will:
 - A. abide by the terms of the statement; and
 - B. notify the personnel office of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
 - V. Notifying the Federal agency through which the grant was awarded within ten (10) days after receiving notice under Subparagraph D.2. above from an employee or otherwise receiving actual notice of such conviction;
 - VI. Taking one of the following actions, within thirty (30) days of receiving notice under Subparagraph D.2. above with respect to any employee who is so convicted by
 - A. taking appropriate personnel action against such an employee, up to and including termination; or
 - B. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
 - VII. Making a good-faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs A, B, C, D, E, and F above.
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**Procedure
History:**

Adopted 4-19-89; Amended 11-18-92; [Repealed XX-XX-21](#); Formerly 6Hx28:07-36

Date of Last Procedure Review: 11-18-1992