



ADMINISTRATIVE POLICY

Policy Title:	Employee Drug and/or Alcohol Use
Policy Number:	LC-1730
Date Adopted:	December 18, 2003
Date Last Reviewed:	March 29, 2023
Version:	4.0
Review Cycle:	Biannual
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policy:	NA
Related Laws:	Drug Free Schools and Communities Act
Related Code of Regulation:	NA

Policy Summary:

Jackson College maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. This policy applies to all employees, including but not limited to staff, faculty, administration, students and contracted employees.

Policy Statement:

Jackson College complies with all applicable Federal, State, and local laws including the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances¹, illicit drugs, and alcohol are prohibited on any property under the control of and governed by Jackson College, and at any site where work is performed on behalf of the college.

Employees must notify the college of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days following the conviction. Failure to provide such notice will subject the employee to disciplinary action up to and including dismissal. The employee shall notify the Chief Operating Officer.

The Michigan Medical Marijuana Act (Initiated Law 1 of 2008) permits an individual with a qualifying debilitating medical condition to register as a medical marijuana patient with the Michigan Department of Community Health and avoid criminal penalties under state law for certain medical uses of marijuana. Also, on December 1, 2019 Michigan legalized recreational cannabis, for those adults 21 years of age or older, possessing up to 2.5 ounces of cannabis outside of their home and up to 10 ounces in their home. The college is required to maintain a

¹ Drugs, substances and certain chemicals used to make drugs are classified into five (5) distinct categories or schedules depending on the drug's acceptable medical use and the drug's abuse dependency potential. More information is available from the United States Drug Enforcement Administration.

<https://www.dea.gov/drug-information>

drug free workplace under federal law. Therefore, employees may not use or possess marijuana on any college property or in the course of employment and may not report to work under the influence of a controlled substance including marijuana. This is true whether marijuana is smoked or ingested through other means.

In accordance with applicable labor agreements, manuals and procedures, any employee involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled substances, illicit drugs, and/or alcohol on college premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/16/11	Change log added	A.Goings
3/8/17	Separated employee and student drug/alcohol policies.	Human Resources
9/16/20	Biannual review	C. Allen/HR
3/29/23	Review	C. Allen