

## APPENDIX C

### DRUG FREE WORKPLACE

#### Employee Substance Abuse and Drug-free Workplace Policy

##### **Purpose**

Employees are Delta's most valuable resource and their health and safety is a serious concern. This agency will not tolerate any substance abuse or use of drugs that will imperil the health and well-being of its employees or threaten its services to the public.

The use of illegal drugs and abuse of alcohol or other controlled substances by employees on or off duty, tends to make them less productive, less reliable, and prone to greater absenteeism resulting in the potential for increases costs, delay, and risk in providing services. Ultimately, they threaten the College's ability to serve the public.

Employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves and to other employees. In addition, substance abuse inflicts a terrible toll on the college's employees and their families.

Delta is committed to maintaining a safe and healthy workforce, free from the influence of substance abuse. This College will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

##### Definitions

Drug-Free Workplace—A site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, or use of a controlled substance in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988.

Controlled Substance—Any drug, substance, or immediate precursor in Schedule I through V of La R.S. 40:964 or Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Criminal Drug Statute—A criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

Conviction—A finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

Policy—It shall be the policy of Delta to maintain a drug-free workplace and workforce free of any substance abuse.

1. Reporting to work or performing work for the college while under the influence of and impaired by illegal drugs or alcohol is prohibited.
2. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances by employees at the work site, and while the employee is on official Delta business, on duty or on call for duty is prohibited.
3. Violations of such prohibited conduct by Delta employees is considered conduct detrimental to college service and will result in the following actions:
  - a. The supervisor will have a conference with the employee to discuss the problem and to make recommendations for eliminating the problem.
  - b. Further violations of prohibitions will be handled according to the Louisiana Community and Technical College System for Unclassified Employees and the State Civil Service Disciplinary Policy for Classified Employees.
4. Employees are required by federal law to notify the employing agency head or designee within five (5) days of conviction under any criminal drug statute where such convictions occurred in workforce duty.
  - a. An employee who is convicted of violating any criminal drug statute in such workplace situation as stated above will be subject to discipline and/or a directive to participate in a rehabilitation program.
5. Delta Community College will report any such criminal drug statute convictions of its employees to the federal agency from which any grants or contracts are received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such conviction.
6. Employees will be given a copy of the employee substance abuse and drug free workplace policy. Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy is required as part of new employee orientation.

Assistance Program—Delta shall encourage and support its employees in seeking rehabilitation services and will assist them in utilizing any available state-supported services. Use of sick, annual, and compensatory leave and leave without pay for purposes of bona fide rehabilitation efforts will be encouraged.

Awareness Program—Delta strives to educate employees about the danger of substance abuse.

Delta has established a Substance Abuse Program to assist employees to understand and avoid the perils of drug and alcohol abuse. An ongoing effort will be made to prevent and eliminate abuse that may affect the state workforce.

The Substance Abuse Awareness Program contains provisions to inform employees about: (1) dangers and recognition of alcohol and drug abuse; (2) Employee Substance Abuse and Drug-Free Workplace Policy; (3) availability of treatment and counseling for employees who voluntarily seek such assistance; (4) sanctions Delta will impose for violations of its Substance Abuse and Drug-Free Workplace Policy based on LCTCS guidelines.

EAP Coordinator—The Employee Assistance Program Coordinator for Delta is Melissa Ducote, Director of Human Resources. She has available materials and videos on the abuse of drugs and maintains an updated list of rehabilitation agencies in the area.

Applicability—This Employee Substance Abuse and Drug-Free Workplace Policy applies to all employees of Delta. Employee, as used in this policy, means all classified and unclassified employees of this college.

Effective Date—This Employee Substance Abuse and Drug-Free Workplace Policy is pursuant to the July 1, 1996 executive order issued by the Governor of the State of Louisiana.

### Drug and Alcohol Facts

- 25 percent of the population regularly uses dangerous drugs. This number is higher when those who use and abuse alcohol is considered.
- 1 in 10 Americans has tried cocaine at least once.
- 1 in 3 of the frequent users of cocaine (one or more times per month) is female.
- 1 out of every 100 employees sells drugs to fellow workers.

Substance abusers:

- 1. Are absent six times as often as non-users**
2. Use three times the normal sick leave
3. Have four times as many accidents as other employees and three times as many injuries
4. File five times as many worker compensation claims
5. Make twice as many errors
6. Are tardy twice as often
7. Work more slowly, at 67 percent of their potential

### Drug Types

Alcohol—ethanol is the common impairing drug found in beer, wine, and hard liquor.

Cocaine—flaky, white crystalline powder that has replaced marijuana as the most abused illegal substance in the workplace. It is no longer the “white collar drug” since the cost has come down and less expensive forms of cocaine (crack) are readily available. Produces an initial “high” which impairs concentration and job performance. The high fades quickly and a tolerance is rapidly developed. Easy to use, conceal, and its effects are not easy to spot.

Crack—found typically in a light-brown pellet form. A powerful and relatively cheap derivative of cocaine that has been altered so it can be smoked. Extremely addictive.

Heroin—brownish powder injected in veins or muscle. It’s on the increase in the workplace. Often taken in conjunction with cocaine. Very addictive and causes a sleepy, alcohol like condition.

Amphetamines (stimulates/uppers)—capsules or tablets taken as energy boosters. Often taken to counteract the effects of barbiturates and alcohol. Example: diet pills.

Barbiturates (downers, tranquilizers)—prescription medication for stress often taken after medical justification has ended. Often used by alcoholics at work since usage is easier to conceal.

Designer Drugs—synthetics, more powerful (50-100 times) versions, of controlled substances. Produced in underground labs, easily addictive and subject to overdose.

### Mixing Drugs

Drugs abused individually are obviously dangerous; however, when taken in combination they are worse. When drugs are taken in combination, the effects usually fall into one of the four categories:

1. They may act independently of each other – alcohol and aspirin may both be in the body at the same time, but they have no effect on one another.
2. They may have an additive effect – aspirin and codeine are both pain relievers whose simultaneous use is addictive ( $2+2=4$ ).
3. They may have a synergistic effect – alcohol and antihistamines taken together produce an exaggerated sedative effect ( $2+2=5$ ).
4. They may have an antagonistic effect – alcohol and amphetamines have opposite effects on the central nervous system ( $2+2=3$ ).

### Myths of Drug Abusers

1. “It won’t happen to me or I can handle it” – drugs are powerful controllers of behavior. No one “plans” to become addicted, it happens gradually in most cases.
2. “I’m not hurting anyone by using drugs” – mainly you are hurting yourself. Others hurt include family members, unborn children, and victims of accidents.
3. “Some drugs make me concentrate better and work faster” – when the body is pushed beyond its normal limits by drugs, it must recover when the drugs wear off causing drowsiness and fatigue.
4. “Cigarettes are worse for you than marijuana” – marijuana has more tar, and 50 percent more carcinogens.
5. “I can’t become addicted to cocaine” – cocaine produces psychological addiction because of the desire to regain the “high.”
6. “Pills prescribed by a doctor are OK” – they are provided for use that is regulated and limited to specific, short-term illnesses.
7. “Drinking isn’t the same as taking drugs” – alcohol is the most commonly abused drug.
8. “I only drink beer so I won’t have any problems” – beer contains ethanol just like wine and liquor.

9. "I'm not the type to get violent" – most drug users will become violent if someone interferes with their consumption.
10. "I can quit whenever I want to" – a fool's statement. The words are easy to say, but almost impossible to carry out without professional help.

## **Drug Addiction**

Drug addiction is when the psychological or physical requirements for drug use are beyond the voluntary control of the user - when voluntary drug use becomes involuntary.

Another indication of addiction is when the use of drugs alters lifestyles, relationships, job performances, and outlook on life. The addicted drug user often has learned to hide use and behavior change from management since keeping his/her job is essential to continuing to pay for the drug. The problems associated with addiction to drugs (emotional, financial, health) are progressive, and successful treatment becomes more difficult over time.

Drug abusers are subject to loss of the following:

1. Friends – because of the change in personality. Initial drug use is pleasurable and exciting. After time, the addiction is no longer fun.
2. Family – because of strained relationships. Drug abuse has a significant negative impact on close family members.
3. Job – because of inability to meet job performance standards. Employers will only provide a limited number of opportunities to resolve problems and receive successful treatment.
4. Health – because of adverse reaction of chemicals entering the body. Cirrhosis of the liver, heart problems, AIDS, hepatitis, accident.
5. Freedom – because of addiction and getting caught. Time to obtain drugs and money necessary for the purchase, jail.
6. Life – because of overdose and chronic addiction, accidents, cancer, violent reaction.