

D.4.7.1 (Procedure) Drug and Alcohol-Free Workplace

Responsible Department: Human Resources

Based on Board Policy: [D.4.7](#) - Drug and Alcohol-Free Workplace

Approved: 4-28-09

Last Amended: 12-18-12

Prohibited Conduct

Employees shall not unlawfully manufacture, distribute, sell, offer to sell, dispense, possess, use, or be under the influence of intoxicants or a controlled substance or inhalant as defined in state or federal law, while on property owned or controlled by the College District (“College District property”) , at College District-sponsored or -related activities off College District property, during College District duty hours, or while conducting College District business or representing the College District.

When working or when reporting to work, an employee may be requested to submit to an appropriate test to determine alcohol or other drug impairment when there is reasonable cause to believe that the employee is not fit for duty.

Failure to submit to the appropriate test, and/or other indicated medical tests when there is reasonable cause, may result in an employment action, up to and including termination.

In no event shall an employee be under the influence of drugs or intoxicants so as to interfere with that employee’s ability to perform duties, to operate a motor vehicle or dangerous machinery, or to impair the safety of the employee or others.

An employee need not be legally intoxicated to be considered "under the influence."

Exceptions

Lawful consumption of a moderate amount of alcoholic beverages on or off College District property at College District-related, -sponsored or –authorized events (collectively, “Events”) is not prohibited by this procedure where the beverages are served and consumed at an Event preapproved by the Chancellor or designee, and either (i) occurring outside the employees' normal duty hours, or (ii) to which the employee has been invited or has a job responsibility to attend.

An employee who uses or possesses a drug authorized by and in the manner prescribed by a licensed physician through a prescription specifically for that employee's use, and who notifies his/her supervisor of any effects such use may have on work performance, shall not be considered to have violated this procedure.

Exhibit [D.4.7.1.Ex](#) Notice of Drug-Free Workplace Requirements

Legal Reference - TACC Policy Reference Manual

DH(LEGAL) - Employee Standards of Conduct

DHB(LEGAL) - Employee Standards of Conduct: Searches and Alcohol/Drug Testing