

## College Manual of Policies and Procedures

<b>Title: Drug Free Workplace</b>	<b>Number: 200.405</b>
<b>Section: General Administration- Human Resources</b>	<b>Adopted: 5/1989      Revised:</b> <b>Edited: 5/2005</b>

The college has long been committed to providing a safe, secure and comfortable work environment for members of the college community. In compliance with the Drug-Free Workplace Act of 1988, and to continue our efforts in maintaining a pleasant work atmosphere, the college is adopting a new policy with regard to drugs in the workplace. The policy prohibits the unlawful use, possession, distribution, dispensation or manufacture of controlled substances (drugs) in and on Cayuga Community College-owned or controlled property.

As a condition of employment all faculty, staff and student employees are required to abide by the terms of this policy, which is effective as of today. For your information and review, a copy of this new personnel policy is attached.

In the near future the college's Employee Assistance Program will be offering drug awareness educational and information materials to help all of us be cognizant of the latest information about drug use and abuse.

If you have any questions regarding this matter, please direct them to your supervisor or to the Personnel Office. Student employees should refer inquiries to the Student Development Office.

I know that you are as committed as I to the continued welfare of the college community and that, working together, we can continue to maintain a drug-free workplace through the cooperative efforts of a concerned and caring staff.

LHP: prk

Attachment