

Drug and Alcohol Free Community - Employees	Procedure Number	490.1
	Effective Date	2-1-19

1.0 PURPOSE

1 UA-Pulaski Technical College has implemented a drug and alcohol policy designed to comply with the Drug-Free
2 Schools and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988. UA-PTC is committed
3 to maintaining a drug and alcohol free environment for employees.

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5 Further, UA-PTC complies with the Board of Trustees of the University of Arkansas Policy 705.2, Use of Alcoholic
6 Beverages on University Facilities which states:

7 *Possession and use of alcoholic beverages in public areas of University facilities and at official University*
8 *student functions held on campus must follow state and federal laws and university policies at all times.*
9 *Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to*
10 *review and/or action by the appropriate judicial body.*

2.0 REVISION HISTORY

11 Adopted on:
12 Revised on:
13 Supersedes: UA-PTC Board Policy 2.45

3.0 PERSONS AFFECTED

14 Employees (Faculty and Staff)

4.1 PROCEDURE

- 15 A. UA-PTC expects employees to be free of the influence of controlled substances and to refrain from the use
16 of controlled substances on college premises or at a college activity. Employees of UA-PTC are expected to
17 refrain from activities involving controlled substances both on and off campus where such activities could
18 have a detrimental impact on their abilities to perform their jobs. Persons may generally not use, dispense or
19 be under the influence or possess drugs or alcohol on UA-PTC premises or at functions or activities
20 controlled by the college.
- 21 B. Any employee who possesses, gives or transfers controlled substances to another person or sells or
22 manufactures a controlled substance while on campus or related premises will be subject to appropriate
23 student discipline or employee discipline up to and including termination or expulsion, and/or referral to the
24 authorities for prosecution.
- 25 C. All employees must abide by the terms of this policy, and may be tested for drug or alcohol use if there is
26 probable cause to believe that the person is under the influence of a controlled substance.
- 27 D. With respect to medical marijuana, which remains illegal under Federal law, employees are prohibited from
28 possessing, smoking, ingesting, or engaging in the use of marijuana in the workplace, while on duty or while
29 on UA-PTC business.
- 30 E. All employees deemed to be in a safety sensitive position will be subject to random drug testing throughout
31 the year. Examples of a safety sensitive position include the police, physical plant, Allied Health programs,
32 HVAC, Truck driving, Automated Manufacturing Systems, Aerospace, Welding, Auto Tech, Power Sports,

- 33 Collision Repair, and Diesel Mechanics.
- 34 F. Supervisors who believe there is an employee who is under the influence of drugs or alcohol should contact
- 35 the UA-PTC Police Department for assistance. No other action should be taken by the supervisor without
- 36 direction from the UA-PTC Police Department. UA-PTC Police will then contact the UA-PTC Human
- 37 Resources Office.
- 38 G. Full-time, benefits eligible faculty and staff have access to the Employee Assistance Plan. The EPA program
- 39 provides pre-paid counseling and family support programs designed to assist employees with substance
- 40 abuse and addiction issues. Information regarding the program can be obtained in the Office of Human
- 41 Resources.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Policy Review	Oct, 2018
Ratified by:	UA System	Jan 1, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	Feb 1, 2019
UA Policy Alignment: UA 705.2		