



INTEROFFICE MEMORANDUM

Date: August, 2019
TO: All College Employees
FROM: G. Duncan Harris, Chief Executive Officer *DAH*
SUBJECT: Drug-Free Workplace Policy

This is to inform and remind all employees of the Capital's commitment to having and maintaining a Drug-Free Workplace. This commitment is consistent with the federal "*Drug-Free Workplace Act*" (10 USC 701 et seq.). It is important that all employees know and understand the purpose of the Act, and particularly know individual obligations under both the Act and State policy. This notification summarizes important employee responsibilities and is accompanied by the policy in full text.

Please be reminded of the following employee requirements:

- *Employees shall not lawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline up to and including termination.*
- *Employees must give notification in writing to the College's Director of Human Resources within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. An employee who is convicted or who fails to report such a conviction is subject to discipline, up to and including termination.*
- *Employees who have substance abuse problems are encouraged to participate in a rehabilitation program, and will be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs.*

If you would like additional information, beyond this notice and the enclosed copy of the full text of the Drug-Free Workplace, Policy, and/or if you have any questions regarding this policy, its application, or its enforcement, please contact the College's Office of Human Resources:

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950 Main Street, Room 214
Hartford, CT 06103
Telephone: (860) 906-5002