

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 5 – Drug Free Workplace}**

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1. Extremely serious health risks are incurred with the use of illicit drugs and the abuse of alcohol. Increased risk of vehicle accidents, permanent damage to the brain and other body organs, serious damage to unborn children, death, and multiple lesser side effects certain to obstruct academic and job performance are apparent from the use of illicit drugs and the abuse of alcohol. A full description of health risks are made available to all students and employees via programs and printed materials.
2. Midway College will maintain a referral agreement with Comprehensive Care of Georgetown, Lexington, Frankfort, and Versailles for its students and employees for drug and alcohol counseling. All referrals will be handled with strictest confidentiality through the dean of student affairs, the dean of the college, or the director of administrative services.
3. In accordance with the policy of the college as outlined above, Midway College will impose sanctions against students and employees who are in violation of the standards of conduct.

Penalties for students may range from a fine to expulsion, depending on the severity of the offense in adherence to the disciplinary procedure applied to nonacademic violations. Any college faculty or staff member who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including discharge from employment. In cases where appropriate, the proper legal authorities will be notified.
4. In addition to imposition of disciplinary sanctions under college procedures, students and employees may face prosecution and imprisonment under Kentucky laws which make such acts felony and misdemeanor crimes (Kentucky Revised Statutes Chapter 218A).
5. Each college employee and student will receive annually a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy.
6. In order to aid the college in verifying it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, all employees will be asked to sign a Drug and Alcohol Abuse Awareness Statement acknowledging that they have received a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy, which specifies that they will:
  - (a) abide by the terms of the college drug/alcohol policy
  - (b) notify the employer (if faculty or staff employees) or dean of students (if a student employees) of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such a conviction.
  - (c) have knowledge of disciplinary actions which may be imposed for violations of the drug/alcohol policy.
7. The signed and dated statement will be permanently maintained in the employee's personnel file or the work study student's file.
8. In the event an employee finds this procedure of signing a statement unacceptable, the employee may decline to sign the form. A substitute notation will then be placed in the personnel file certifying that the employee has, in fact, received the information.
9. The college will notify any granting or contracting federal agency within 10 days of receiving a conviction notice from an employee.
10. A biennial review (even number years) of the Drug-Free Schools and Campuses Regulations (DFSCA) will be conducted to determine the institution's compliance and the effectiveness of its program. A copy of the report is on file in the Office of the Provost.

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**DRUG AND ALCOHOL ABUSE AWARENESS STATEMENT**

In order to aid the college in verifying it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, I acknowledge that I,

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(Print Full Name)

have received a copy of the Drug-Free Workplace/Drug and Alcohol Prevention Policy, which specifies that I:

1. abide by the terms of the college drug/alcohol policy,
2. notify the employer (if faculty or staff member) or Dean of Students (if a student employee) of any criminal drug statute conviction or violation occurring in the workplace no later than five days after such a conviction,
3. have knowledge of disciplinary actions which may be imposed for violations of the drug/alcohol policy.

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Signature

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Date

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Social Security Number