

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
DRUG-FREE WORKPLACE POLICY**

The Drug-Free Workplace Act of 1988 requires that all institutions receiving grants from any federal agency certify that they will maintain a drug free workplace. Mountwest CTC has developed the following policy to accomplish this purpose.

**Policy:**

Mountwest CTC is committed to maintaining a workplace free from the unlawful manufacture, possession or distribution of controlled substances. All employees of the College will receive a copy of this policy and must abide by this policy. Each employee agrees to notify his/her immediate supervisor within five days after any conviction under a criminal drug statute for a violation that occurs in the workplace.

The College, through the Department of Human Resources, will distribute literature informing employees of the dangers of drug abuse in the workplace, and provide information on any available drug counseling, rehabilitation, and employee assistance programs.

**Sanctions:**

An employee who violates the College policy or who is convicted under a criminal drug statute for a violation occurring in the workplace will be subject to the College's disciplinary procedure up to and including dismissal and may be required to participate satisfactorily in a drug assistance or rehabilitation program.

West Virginia sanctions depend on the classification of the controlled substance, the particular activity involved (possession or trafficking) and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.

Sanctions for non-compliance of the Drug-Free Workplace Act of 1988 include: suspension of payments under a grant; suspension of termination of a grant; and suspension or debarment from federal assisted activities.

The College will make a good faith effort to comply with the drug-free workplace regulations.

Copies of this policy will be distributed annually to all members of the Mountwest CTC community.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
DRUG-FREE SCHOOLS AND COMMUNITIES INFORMATION**

- Purpose:** To comply with Drug-Free Schools and Communities Act.
- Coverage:** The entire College community, including students, faculty, staff and visitors to the campus.
- Standards of Conduct:** (a) The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on MCTC property or as a part of any College function is prohibited. (b) Reporting to work, class, or any College function under the influence of alcohol or illicit drugs is prohibited.
- Disciplinary Sanctions:** The College will impose disciplinary sanctions on students and employees consistent with local, State, and Federal laws for violation of the standards of Conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.
- Federal Trafficking Penalties*** include substantial fines and imprisonment up to life.
- West Virginia Sanctions*** depend on the classification of the controlled substance, the particular activity involved (possession or trafficking), and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.
- College Sanctions*** will be imposed consistent with procedures used in other disciplinary actions. Violations of drug and alcohol standards are the most serious type, and may result in sanctions to expulsion from the College.
- Health Risks:** Substance abuse and drug dependency are problems of staggering size in our society today. They are the leading causes of preventable illness and injury in the United States, and are estimated to afflict over 25 million Americans. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40, and is more prevalent when a family history of alcohol abuse exists. Alcoholism is a severe and lifetime disorder estimated to directly affect up to 5% of all Americans. Alcohol abuse is often characterized by one of three different patterns:

(1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive and is usually fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends, or loved ones, **please seek help as outlined below**. Health risks of other drugs include:

***Narcotics*** (including opium, morphine, codeine, heroin and others). Physical addiction, loss of awareness, respiratory restriction, and possible death.

***Depressants*** (including barbiturates, Quaaludes, and others). Slurred speech disorientation, shallow respiration, coma likely with overdose.

***Stimulants*** (including cocaine, amphetamines, and others). Increased heart rate and blood pressure, possibly leading to death, increased excitation, and loss of appetite.

***Hallucinogens*** (including LSD, "mushrooms", PCP, mescaline, and others). Illusions and hallucinations, poor perception of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) after use.

***Cannabis*** (marijuana, hashish, THC, and others). Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

### **Counseling and Other Assistance:**

Help is available on campus in the Office of Human Resources, Suite 101V, Phone (304)710-3501. Services are free and confidential. Community resources are also available and can be accessed through the number listed above.