



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE 2.13.08 Drug/Alcohol Usage & Testing	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010, June 13, 2023</i>
	<i>Revised: June 13, 2023</i>

DRUG USAGE: Use of proscribed (i.e., illegal) drugs at any time while employed by the Board, abuse of proscribed drugs, as well as having proscribed drugs in the blood while on duty shall be cause for discipline, including dismissal.

ALCOHOLIC BEVERAGES: Cause for discipline, including dismissal, shall exist when an employee: (1) consumes alcohol at any time during the employee's working hours or anywhere on any College premises or job sites, including College buildings, properties, vehicles and the employee's personal vehicle while engaged in College business; or (2) when an employee is under the influence of alcohol during working hours, unless specifically pre-approved by the Board.

DRUG/ALCOHOL TESTING: The Board may require an employee to submit to a urinalysis test if the Board determines there is reasonable individualized suspicion for such testing. If the employee does not produce a urine sample within a reasonable period of time, then a blood test may be required. Drugs, (including cannabis) and/or alcohol testing may also be required when an employee is directly involved in any work-related incident which has resulted in personal injury or property damage when the employee's performance contributed to the accident. There shall be no random testing for drugs, cannabis or alcohol except as outlined above.

The Board shall use only laboratories which are certified by the State of Illinois to perform drug and/or alcohol testing for such testing. The certified laboratory shall follow standardized procedures and guidelines established by the Substance Abuse and Mental Health Services Administration (SAMHSA) for conducting drug testing of employees. An employee's refusal to cooperate with respect to drug or alcohol testing ordered under this Section shall be cause for discipline, up to and including termination.

CDL EMPLOYEE DRUG TESTING

As outlined in the *Omnibus Transportation Employee Testing Act of 1991*, 49 C.F.R. 40, every applicant for employment or employee who is in a position which requires a Commercial Driver's License (CDL) is subject to post-offer, reasonable suspicion, random, post-accident and return to duty alcohol and controlled substance tests at the College's expense. Additionally, any employee who performs maintenance on College-owned vehicles or who uses a College vehicle requiring a CDL or CDL-P will be subject to alcohol and controlled substance tests.

Nothing in this Section shall be construed to prevent an employee from requesting treatment in lieu of discipline provided, however, the College retains the discretion to determine whether such treatment is an appropriate alternative to disciplinary action or discharge based upon its administrative investigation findings.

Employees covered by a collective bargaining unit will have this policy administered subject to the collective bargaining agreement.