



NEPN Code: GBEC/STI

## Policies and Regulations

### Personnel

#### Drug-Free Work Place

Southeast Technical Institute requires a drug-free learning and working environment.

STI will comply with the Drug-Free Workplace Act. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the work place is prohibited.

As a condition of employment with STI, all employees are required to comply with this policy.

1. STI supports rehabilitation of employees with drug abuse problems except in those circumstances where drug use has created or could create the risk of injury or death to other employees or to students. Employees may use benefits and leave for which they regularly qualify, in order to meet rehabilitation needs except in the cases governed by Regulation GBECAR/STI.
2. Drug-free awareness programs will be established to inform employees of this policy as well as the dangers of drug abuse in the work place and any available resources for counseling rehabilitation and employee assistance programs.
3. Employees must notify the STI Human Resources Department in writing no later than five calendar days of any criminal conviction for a drug statute violation occurring in the work place.
4. STI will notify any granting agency in writing within 10 calendar days after receiving notice of a conviction for a drug statute violation occurring in the work place from the employee or otherwise receiving actual notice of the drug conviction.
5. Discipline will be imposed for violations of this policy which may include a reprimand, suspension, termination or requiring satisfactory participation in a drug abuse or rehabilitation program, in accordance with the respective working agreement as well as a referral for prosecution, if appropriate.
6. STI will make a good faith effort, on a continuing basis, to maintain a drug-free work place.

7. Every new employee will be provided a copy of this policy and its regulation. Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the STI website, and will sign an acknowledgement form indicating they have received the information. Administrators or designees shall submit the signed form to the STI Human Resources Department.

Legal Reference:

41 U.S.C. 702 et seq. Drug Free Workplace Act of 1988 (as amended)  
21 U.S.C. 811 Controlled Substances Act of 1970 (CSA)  
29 CFR Part 94 – Governmentwide Requirements for Drug-Free Workplace  
SDCL 22-42-19 – Drug and Alcohol Testing for Commercial Drivers

RELATED POLICIES:

GBECA/STI - GBECA-R/STI – Drug and Alcohol Testing for Commercial Drivers

Policy		Board Action	(formerly 4134)
adopted:	07-10-89	24847K	
amended:	09-27-93	27432.3f	
amended:	02-27-95	27953	
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amended:	02-27-06	34355	
amended:	10-25-10	35865	
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