SOUTHEAST Technical College

Policies and Regulations

Policy STC 713

Personnel

Alcohol-Free Work Place

Southeast Technical College requires an alcohol-free learning and working environment.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol in the work place is prohibited.

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

Southeast Tech supports rehabilitation of employees with alcohol problems except in those circumstances where alcohol 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 STC 712.1.

Employees in safety sensitive positions or positions in which driving is an essential function of the position must notify the Southeast Tech Human Resources Department in writing no later than the start of the next work day of any arrest for an alcohol-related moving violation.

Discipline will be imposed for violations of this policy which may include a reprimand, suspension, or termination in accordance with the Southeast Tech Employee Handbook as well as a referral for prosecution, if appropriate.

Every new employee must review this policy and its regulation and sign an acknowledgement form indicating they have received the information. Annually thereafter, employees will receive an overview, along with instructions to access the full policy and regulation on the Southeast Tech website, and will sign an acknowledgement form indicating they have received the information. Administrators shall submit the signed form to the Southeast Tech Human Resources Department.

RELATED POLICIES:
STC 712 – STC 712.1 – Drug and Alcohol Testing for Commercial Drivers
STC 709 – Code of Conduct

Policy		Board Action		
adopted:	03-26-12	36325	(formerly GBECB/STC	07-01-25)
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