



DRUG FREE WORKPLACE

HARTNELL COLLEGE is a drug and alcohol free campus, as required by law, and the possession, use, manufacture, or distribution of any illegal substance or alcohol is prohibited, and such prohibitions are strictly enforced.

HARTNELL COLLEGE POLICY

The Hartnell College Board of Trustees, administration, faculty and staff are committed to maintaining a drug free workplace, and recognize that alcohol and other drug abuse is a serious threat to the health and welfare of employees and students. The District complies with the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendments of 1989.

Consequences

In the event that any individual is found to be in unlawful possession for use, distribution or sale of illicit drugs and/or alcohol as described by law (Sections 11350 to 11355, inclusive, 11366, 11368, 11377 to 11382, inclusive, and 11550 of the Health and Safety Code and Education Code Sections 87011, 88022) while on the Hartnell College campus or at any of its sanctioned functions, will be subject to immediate arrest or other disciplinary action as deemed necessary by the college. Such disciplinary action may include expulsion, termination, suspension, or referral for rehabilitation.

Treatment Programs

In support of a drug and alcohol free work environment, the District provides an Employee Assistance Program, in conjunction with the health insurance and benefits plan, which provides alcohol and drug dependency counseling. Non-participating employees will be supplied with contact information for the many community agencies that provide drug and alcohol rehabilitation.

WHERE TO GO FOR HELP

Referral agencies in the local area include, but are not limited to, the following list:

Alcoholics Anonymous

Salinas 831-424-9874
Monterey or 831-373-3713

Community Hospital Recovery Center

Monterey 831-373-0924
or 800-528-8080

Sunrise House

Salinas 831-758-3302

Beacon House

Pacific Grove 831-372-2334

Sun Street Centers

Salinas 831-753-5150
800-427-4794

Therapy Associates

Salinas 831-424-5915

For a more detailed listing of referral agencies in Monterey County, please contact the Human Resources Office.

The Hartnell Community College District recognizes its responsibility to provide prevention and intervention educational programs for the promotion of an increased awareness of abuse and problems involved in chemical usage.

CONTROLLED SUBSTANCES

Controlled substances are those defined in Education Code Sections 87011 and 88022. The following is a sample list of controlled substances. This is by no means comprehensive, but provides primary categories defined as controlled substances and one or more examples of each.

1. **Opiates** including:
 - a. Benzethidine
 - b. Methadone
 - c. Propiram
2. **Opium derivatives including:**
 - a. Codeine
 - b. Heroin
 - c. Morphine
3. **Hallucinogenic substances including:**
 - a. Lysergic acid diethylamide
 - b. Mescaline
 - c. Peyote
 - d. Marijuana
4. **Depressants including:**
 - a. Methaqualone
 - b. Alcohol
5. **Stimulants on the central nervous system, including isomers:**
 - a. Cocaine
 - b. Methamphetamine or derivatives
6. **Any narcotic not specifically prescribed by a physician.**

DANGERS OF DRUGS & ALCOHOL

The dangers of abusing controlled substances to individuals include, but are not limited to, the following possible effects:

- Increased susceptibility to illness.
- Possibility of malnutrition.
- Increased tolerance for psychological dependence.
- Higher propensity to have accidents.
- Involvement in crime.
- Disturbed sleep patterns.
- Tiredness.
- Hallucinations.
- Difficulty getting along with others.
- Dramatic changes in personality; wide mood swings.
- Loss of memory.
- Death from overdose.

EFFECTS IN THE WORKPLACE

The effects upon the workplace of controlled substance abuse include poor job performance, behavioral problems, and eventual job loss. Characteristics of drug use on the job include:

- Increase in number of errors.
- Being late to work more frequently.
- Difficulty in recalling instructions.
- Frequent absence.
- Extended breaks and lunch periods.
- Altercations with fellow employees.
- Unusual or frequent on-the-job accidents.
- Frequent off-the-job problems.
- Noticeable changes in behavior.
- Unexplained losses and thefts.
- Poor moral.

Non-Discrimination

Hartnell College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or disabled veteran status in the provision of educational services and programs or in the employment process, pursuant to Federal and State statutes and regulations pertaining to unlawful discrimination.