

**BELLINGHAM TECHNICAL COLLEGE  
POLICY & PROCEDURES GUIDE**

POLICY/PROCEDURE <p style="text-align: center;"><b>Drug Free Workplace</b></p>	Section 515.0 Page 1 of 2
POINT OF CONTACT <p style="text-align: center;">Human Resources</p>	INITIAL DATE OF POLICY: 11/19/1992
RELATED POLICIES and/or PROCEDURES	THIS PAGE WAS LAST REVISED ON: 9/29/2021
APPLIES TO <p style="text-align: center;">Employees and Students</p>	WAC/RCW WAC 495B-121 RCW 69.50.201-214

**POLICY**

Bellingham Technical College is committed to providing a drug-free, healthful, safe, and secure workplace and environment, and has implemented a drug and alcohol abuse, prevention, and assistance program. The College will annually notify employees and students that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property, or as any part of College activity, is prohibited. (WAC [495B-121-265 \(10\)](#))

Bellingham Technical College intends to promote a drug free, healthful, safe, and secure work environment. The unlawful manufacture, sale, distribution, dispensation, possession, or use of alcohol or any controlled substance is prohibited in or on property owned or controlled by Bellingham Technical College. The use of alcohol or any unlawful controlled substance while in or on property owned or controlled by Bellingham Technical College is prohibited. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities. Prescription drug usage must be accomplished in a lawful and safe manner pursuant to a valid medical prescription. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. A controlled substance is defined by RCW 69.50.201 through RCW 69.50.214 or pursuant to Title 21 USC Section 821 (Schedules I-IV), as now enacted or subsequently amended.

These provisions are in accordance with the requirements of the federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. BTC students and employees with substance abuse problems (including alcohol) create a health and safety risk for themselves and for others. Such abuses can also result in a wide range of serious emotional and behavioral problems.

Alcoholic beverages may be served at scheduled events at Bellingham Technical College provided all Washington laws and Bellingham Technical College administrative procedures, guidelines, and regulations are met. (BTC Policy 363.0)

**PROCEDURE**

The following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: memory loss; depression; fetal alcohol syndrome; problem pregnancy; sclerosis; circulatory problems; insomnia; heart failure; respiratory arrest; cardiac arrest; seizures; coma; anxiety; paranoia; irritability; fatigue; mental illness; death.

BTC has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse, including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

POLICY/PROCEDURE Drug Free Workplace	Section 515.0 Page 2 of 2
THIS PAGE WAS LAST REVISED ON:	12/27/2019

Bellingham Technical College recognizes alcohol and drug dependency to be an illness and major health problem. The institution also classifies drug usage and abuse as a potential safety and security problem. The following resources are available to employees and students seeking assistance with such problems.

- a. The College counseling center and the Human Resources Office can provide referrals.
- b. The Employee Assistance Program (EAP) provides face-to-face and/or phone sessions. They have 24-hour on-call support and most face-to-face appointments are scheduled within 24-72 hours. More information on EAP can be found on the [PeaceHealth EAP Health Promotion Northwest](#) website or call 360-788-6565 or 1-800-244-6142.
- c. Services may be provided as part of health insurance plans, when appropriate.
- d. The Washington Recovery Help Line, which provides 24-hour help for substance abuse and related problems, can be reached at 866-789-1511. The [Washington Recovery Help Line](#) website contains information about and links to recovery resources. Also available online is a [Directory of Certified Behavioral Health Services in Washington State](#), published by the state Department of Social and Health Services.
- e. Drug and Alcohol Treatment Centers
- f. Alcoholics Anonymous – There are several meetings held in Whatcom County. Strict confidentiality is maintained. For more information, phone (360) 734-1688 or visit the [Alcoholics Anonymous](#) website.
- g. Alcohol/Drug Helpline (24 hours) 1-800-662-4357.
- h. Whatcom County Health Department [Substance Abuse Prevention website](#).
- i. [Substance Abuse Information and Resources Brochure](#).
- j. The [Start Your Recovery website](#) is a free, confidential tool that helps individuals take steps toward a healthy relationship with drugs and alcohol.

The program will be reviewed biennial to determine its effectiveness and to ensure compliance with required sanctions [CFD Title 34, Subpart B 86.100(b)]

Violation of this policy by any employee or student are subject to sanctions imposed by the College, which are consistent with local, state, and federal law and regulations. Such sanctions may include, but are not limited to, the offender's referral for mandatory evaluation or treatment for a substance abuse disorder, expulsion from the College, disciplinary action up to and including dismissal from employment and referral to other authorities for prosecution. Disciplinary action against employees or students will be initiated in accord with the Washington Administrative Code, applicable contract provisions, and College policy. Violation of this policy by an employee or student may also result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Conviction can result in sanctions including probation, fines, and imprisonment.

To comply with federal law, Bellingham Technical College requires an employee to notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace no later than five (5) days after such conviction. If the employee is engaged in the performance of a federally sponsored grant or contract, the College must notify the federal contracting agency within ten (10) days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. Within 30 days of receipt of such notice, the College will take disciplinary action against the convicted employee and/or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program. Disciplinary action may include dismissal from employment or other appropriate personnel action(s). Employment at Bellingham Technical College is conditioned upon the employee's willingness to abide by this policy. Students who violate this policy are subject to disciplinary sanctions including warning and reprimand, disciplinary probation, suspension, or dismissal in accordance with the [Student Conduct Code \(WAC 495B-121\)](#).

**EXHIBIT: Condition of Employment Statement**

**Bellingham Technical College  
Drug-Free Workplace Policy**

As a condition of employment, I understand that I must abide by requirements of the Drug Free Workplace Policy adopted by the Board of Trustees of Bellingham Technical College.

By signing this statement, I am attesting that I have been provided a copy of the policy, that I have read it, and that I agree to abide by this policy while employed by Bellingham Technical College.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date