

Dear Laredo Community College Colleagues:

You are being sent this notice to ensure Laredo Community College (LCC) is in compliance with Student Financial Aid Requirements requiring Drug and Alcohol Prevention Information. LCC must provide annual notice to all employees regarding the following information:

LCC Policy stipulates that the College District must strive to eliminate drugs abuse in the workplace.

The policy states, *“Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or at College District-related activities during or outside of usual working hours:*

1. *Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.*
2. *Alcohol or any alcoholic beverage.*
3. *Any abusable glue, aerosol paint, or any other chemical substance for inhalation.*
4. *Any other intoxicant, or mood-changing, mind-altering, or behavior Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.*

The College District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition will be subject to disciplinary sanctions. Sanctions may include:

- *Referral to drug and alcohol counseling or rehabilitation programs;*
- *Referral to employee assistance programs;*
- *Termination from employment with the College District; and*
- *Referral to appropriate law enforcement officials for prosecution.*

As a condition of employment, an employee must:

- *Abide by the terms of this notice; and*
- *Notify the College President in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL). [This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]*

Laredo Community College's Alcohol and Drug Use Policy & Procedures is available to all employees in LCC's Manual of Policy. Please reference, **Section D – PERSONNEL – DO (EXHIBIT)** for detailed information on LCC's drug and alcohol policy.

For ease of tracking important and relevant data, attached you will find the web links that will guide you to our pages for more detailed information.

LCC POLICY DH (Local)

[http://www.tasb.org/policy/pol/private/240500/pol.cfm?DisplayPage=DH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/240500/pol.cfm?DisplayPage=DH(LOCAL).pdf)

SOURCES FOR INFORMATION ON ILLEGAL DRUGS

Commonly Abused Drugs

<http://www.nida.nih.gov/drugsofabuse.html>

Federal Trafficking Penalties

<http://www.usdoj.gov/dea/agency/penalties.htm>

Comparative Pharmacological Profiles of Abused Drugs

<http://www.tcada.state.tx.us/research/slang/compare98.pdf>

PLEASE NOTE: CONTACT THE HUMAN RESOURCES OFFICE AT 5138 SHOULD YOU HAVE ANY QUESTIONS.

Lee Spain

Lee Spain, MAOM, PHR

Director of Human Resources

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