



Employee DAAPP Acknowledgment

EMPLOYEE STANDARD OF CONDUCT

Ranger College will uphold all federal, state and local laws regarding alcohol and other drugs. Ranger College employees are required to adhere to state and federal laws relating to controlled substances, illegal drugs and alcohol use. Ranger College policy prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs or alcohol on College property while employees are on official duty or at any school-related events outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Ranger College will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

RANGER COLLEGE SANCTIONS FOR EMPLOYEES

Ranger College may impose one or more of the following sanctions upon employees who violate this prohibition:

- A written or verbal warning;
- Referral to drug counseling programs, drug rehabilitation programs, or employee assistance programs;
- Leave of absence with or without pay;
- Termination from employment with the College.

The College will give the same consideration to persons with chemical dependency problems as it does to employees having other health problems. Seeking assistance for such problems will not jeopardize an employee’s job, whereas continued performance, attendance, or behavioral problems will.

Signature: _____

Date: _____

Print Name: _____