



DRUG FREE WORKPLACE (SERVICE LOCATION) POLICY

The College Access Corps AmeriCorps program, its subcontractors, and community partner sites must comply with all state and federal drug free workplace policies. AmeriCorps members are not employees but these policies apply to them and their service locations as well.

The Federal Drug Free Workplace Act of 1988 requires that the recipient of a grant from a federal agency certify to that granting agency that the grantee will provide a drug free workplace (service location for AmeriCorps members). In addition, the grantee must publish a statement notifying employees (and members) that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's place of work (service); establish a drug free awareness program; and specify that action will be taken against the employees (and AmeriCorps members) for violation of such prohibition. Failure to comply with this act may result in suspension, termination, or debarment from the award of any federal contract.

College Access Corps campus partners and services sites must provide a drug free, healthful, safe, and secure work (service) environment. Thus, each employee (and member) is expected and required to report to work (service site) in an appropriate mental and physical condition to perform his/her assigned duties.

Therefore, the Program prohibits illegal drug or alcohol abuse on the part of its Members. The Site Supervisor, Program Grant Manager and/or other administrative staff may require Members to submit to drug testing as a condition of selection or when there is reasonable suspicion of drug use. If an AmeriCorps Member is arrested for or convicted of a drug offense, the Member must notify their Site Supervisor and Grant Manager in writing within five days. The Program will take appropriate action including suspension and referral to a drug rehabilitation program, or release for cause consistent with the CNCS rules on termination and suspension of service.

Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at work and service locations is prohibited. Violation of this policy will result in disciplinary action being taken in accordance with policies of the institution. Violation will be reason for discipline, including termination of employment (or from the AmeriCorps program), or for participation in evaluation/treatment for a substance use disorder.

Western Washington University is the legal recipient of the College Access Corps grant. Therefore, all College Access Corps AmeriCorps members and supervisors must sign the Western Washington University Drug Free Workplace Policy.