

Drug-Free Workplace Policy

OF THE CITY COLLEGES OF CHICAGO

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DRUG-FREE WORKPLACE POLICY

The Board of Trustees (“Board”) of the City Colleges of Chicago (“CCC”) is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Accordingly, the Board enacts the following rules and regulations to ensure a drug-free workplace:

Regulations

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on any CCC premises or while performing work for CCC is prohibited.
2. It is prohibited for an employee to be under the influence of any controlled substance while on CCC premises or while performing work for or on behalf of CCC.
3. As a condition of their employment, each employee shall agree in writing to abide by the terms contained in this policy.
4. As a condition of their employment, employees who are convicted of any crime during their CCC employment, including offenses for drug offenses, must notify CCC’s Office of Human Resources of the conviction no later than five (5) days after such conviction. Criminal convictions will result in a post-employment background check to determine the employee’s eligibility for continued CCC employment.

Disciplinary and Other Employer Action

1. Violation of these prohibitions will result in disciplinary action, up to and including termination.
2. CCC shall take disciplinary action for any violation of these provisions as soon as possible.
3. CCC shall notify the appropriate federal agency from which it receives grant monies of an employee drug offense conviction within ten (10) days after receiving notice of such a conviction.

Definitions

For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one:
 - a) which is not legally obtainable;
 - b) which is being used in a manner different from that prescribed; or
 - c) which is legally obtainable but has not been legally obtained.

A conviction is defined as a finding of guilt or guilty plea (including a plea of no contest), or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal statutes.