

## **DRUG FREE WORK PLACE AGREEMENT FORM**

### **DRUG FREE WORK PLACE**

The Sisseton Wahpeton Community College has a strong commitment to the community, students and employees to provide a safe, learning and working environment. While it is not the intention of the college to intrude into the private lives of its employees, the college does expect its employees to conduct their work free from the influences of alcohol or drugs. It is the policy of SWCC to monitor and prevent any abuses of alcohol and drug use through initiating a deterrent using a mandatory random alcohol and drug testing procedure for all its employees.

- Once, each semester, there will be a drug test screening on those employees who are randomly selected for testing. Approximately one-fourth of all full-time administrators, support staff, and faculty will be randomly selected for the test.
  
- The names of all employees will be placed in a lottery and one fourth of the names drawn. If the same person's name is drawn the second time in an academic year, his/her name will be omitted and another name drawn.
  
- If an employee shows symptoms of abusing alcohol or drugs, the President may require the employee to undergo an evaluation and/or drug testing.

I have read and understand this **DRUG FREE WORK PLACE AGREEMENT** as stated and agree to its terms. I further understand that as part of Federal contracts, SWCC agrees to maintain an alcohol and drug free work place.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_