



POLICY

Category	Approval		
Series 700: Personnel	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	8/25/25		2029

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES DRUG FREE WORKPLACE

MTC 743

Student and employee safety is a paramount concern to the College. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, it is the policy of Mitchell Technical College that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of MTC or while engaged in an activity assigned as part of their employment with MTC is prohibited unless said controlled substance is used by the employee as prescribed by a doctor. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal and referral for prosecution.

Each employee of Mitchell Technical College is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the President any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation if the violation occurred on property of the College or while the employee was engaged in an activity assigned to his or her employment within the College. Such notification must be made by the employee to the President no later than five (5) days after conviction. Federal law requires the President to provide notice of such conviction to any granting or other appropriate government agency within ten (10) days of receiving notification from the employee. Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the College will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The College recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of regional treatment facilities or agencies where professional assistance may be obtained.

Staff members will not be allowed on school property or to participate in school activities if they are under the influence of alcohol and/or illegal drugs. Staff members who violate this regulation will be subject to the same disciplinary sanctions as for unlawful possession or consumption on campus.

The College and the Mitchell School District 17-2 are committed to a continuing good faith effort to maintain a drug-free environment. The only exception is when alcohol is served at special events held on campus under the provisions set forth in MTC Policy 1143.

A copy of this policy shall be made available to all present and future employees through the employee handbook and/or the MTC website.

This policy shall be orally reviewed with all staff on an annual basis at start of year meetings. At this time, employees will be informed about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs; and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations.

6/26/17 – Updated language to match that used in MTI 1035 Drug-Free Campus. Removed the legal reference to SDCL 13-32-4 which applies to students and not school employees.

5/4/21 – Made clear that employees are required to report violations that occur on College property or while engaged in an activity as an employee. Added that MTC will report violations to granting and other governmental agencies. Removed legal references. Also removed a paragraph about

8/25/25 – Minor language changes made for clarity.