



# Mitchell Technical Institute POLICY

Category	Approval		
Series 700: Personnel	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/26/17		2021

## USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES DRUG FREE WORKPLACE

MTI 743

Student and employee safety is a paramount concern to the Institute. 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 Institute that the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance on property of MTI or while engaged in an activity assigned as part of his/her employment with MTI is prohibited unless said controlled substance is used 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 Institute 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. Such notification must be made by the employee to the President no later than five (5) days after conviction. Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the Institute 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 Institute 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 Institute and the School Board 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 MTI Policy 1143.

A copy of this policy shall be made available to all present and future employees through staff handbooks and/or the MTI employee intranet.

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

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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.

Mitchell Technical Institute will be smoke-free in all buildings, vehicles and work areas. A designated smoking area outside MTI buildings may be provided.

LEGAL REFERENCES:      Public Law    100-690  
   SDCL 13-20B-11 to 34-20B-26

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.