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The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being, and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol. Legal matters may be referred to local law enforcement. Employees and students who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration.

I. DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

1. *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

2. *College Location* means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event, or function, such as a field trip or athletic event, where students are under the College's jurisdiction.

3. *Controlled Substance* means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

4. *Substance* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

5. *Conviction* means the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

6. *Reasonable Suspicion* is the legal standard required before the College can require an employee to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

II. VISITORS AND GUESTS

Unless specifically permitted by the College pursuant to this policy, all visitors and guests are prohibited from possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

III. STUDENTS

Unless specifically permitted by the College pursuant to this policy, all College students are prohibited from possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal, or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

Violation of this Policy will subject students to disciplinary action pursuant to Policy 5.3.2 - Student Code of Conduct, which includes, but is not limited to: suspension, expulsion, or the requirement that the student satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the College at the student's expense and agree to certain conditions. The Behavioral Assessment Team (BAT) may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of future enrollment at the College after their disciplinary consequence.

A. Controlled Substances and Alcohol Testing

Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

B. Duty to Report

Each student is required to inform the College, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

C. Student Employees

If a student is employed by the College, including students employed under the College's Work Study Program, they shall adhere to the requirements as contained in Section III of this Policy.

IV. EMPLOYEES

Unless specifically permitted by the College pursuant to this policy, all College employees are prohibited from possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal, or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is

prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

Pursuant to Policy 3.3.3 - Employee Code of Conduct, all employees who are arrested, indicted, cited, or convicted for a criminal offense are required to inform, in writing, his/her supervisor.

Violation of this Policy will subject employees to disciplinary action including, but not limited to: non-renewal, termination of employment, or the requirement that the employee satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the College at the employee's expense and agree to certain conditions.

V. CONTROLLED SUBSTANCES AND ALCOHOL TESTING

In certain situations, employees or prospective employees of Central Carolina Community College will be tested for alcohol and/or drug usage or impairment.

A. Positions Requiring Drug Screening

If a prospective employee's essential job functions include the performance of duties that call for a drug screening, a prospective employee will be tested at an employer-selected medical site prior to hire and will not be hired if a positive test results. An example of such a position includes driving a type of vehicle for which the Department of Transportation requires or recommends such a drug screening.

An existing employee with such essential job functions will be sent periodically for a drug test at an employer-selected medical site, without advance notice. An unfavorable test outcome may result in an existing employee being referred to the Employee Assistance Program and/or discipline, including termination. Follow -up tests, either with or without advance notice, may occur after the initial screening, regardless of whether the initial screening is favorable or unfavorable.

B. Unfit for Duty

An alcohol or drug screening may also occur when there is reasonable suspicion that an employee is unfit for duty due to alcohol and/or drug usage, or when an employee has been involved in an accident that occurs on college property or otherwise on college time, or which involves college motor vehicles or equipment. Reasonable suspicion will be based on direct, first -hand observation and not on rumor, speculation, or unsubstantiated information from others.

Reasonable suspicion may result from observation of an employee's behavior or physical symptoms, including erratic behavior, odor of alcohol or illegal drugs, a pattern of abnormal conduct, deteriorating work performance, excessive absenteeism, and/or tardiness. A supervisor or co -worker who observes signs of an employee's possible substance -related impairment while on work time should document the specific observations and notify Human Resources immediately.

C. Screening Procedures

Human Resources will arrange for an immediate drug/alcohol screening at an employer-selected medical site. An employee's refusal to consent to an immediate screening may subject the employee to disciplinary action, including termination. Following the test, if the results are not immediately available, the employee will be on paid leave until the results of the test are available. If the employee is found not to have been impaired due to use of drugs or alcohol, then the employee will be allowed to return to work on his/her normal shift immediately with no deduction of pay or accrued leave. If the employee is found to have been impaired due to drugs or alcohol, then s/he may be subject to a referral to the Employee Assistance Program and/or disciplinary action, up to and possibly including termination.

If the reasonable suspicion occurs during a work shift when Human Resources is not open, the employee's on-duty supervisor will need to contact the employer-selected medical site/service directly to arrange for the drug/alcohol screening. Other aspects of the testing process will be the same as those noted in the preceding paragraph.

In all situations where reasonable suspicion of drug/alcohol is present, it is critical that the employee be provided with transportation to the medical testing site and that transportation from the testing site to the employee's home afterwards, or back to work, be arranged.

All drug and alcohol testing will be performed in accordance with applicable law. If an employee tests positive, the college, after confirmation of the test, will provide the employee with a copy of the test result, a notice of the employee's right to retest the sample at the employee's expense, a copy of the documents, and a notice of the disciplinary action, if any, to be taken following the positive test result.

D. Employee Voluntarily Seeking Assistance

An employee who voluntarily seeks assistance for a substance abuse problem before the problem affects job performance and before a positive test is confirmed will not be subject to disciplinary procedures for reporting such a problem. In such a case, the employee will confidentially be referred to the college's Employee Assistance Program and given reasonable accommodation to treat the problem to the extent required by law.

E. Confidentiality

All information regarding an employee or prospective employee's testing process, test results, consequences of test results, and/or attempts to obtain assistance in overcoming substance abuse problems must be kept confidential by the supervisor, those in the chain of command above the supervisor, and Human Resources.

VI. PERMITTED USE - CAMPUS EVENTS

The purpose of this section is to enhance economic development efforts in the service area of Central Carolina Community College and to support specific cultural or promotional events.

A. Use of Alcoholic Beverages Approval Required.

Alcoholic beverages may be permitted in College buildings, on College grounds, or at the Dennis A. Wicker Civic & Conference Center, only under special approval by the President or President's designee; provided, however, that student groups are never allowed to have alcoholic beverages on campus for any events.

B. ABC Permits

Upon such preliminary approval, a limited Special Occasion Permit and all other applicable permits for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission. ABC permits must be presented to the President no less than ten (10) days prior to the event. A copy of the permit must be displayed during the event.

C. Security

For any event where an alcoholic beverage is sold, served or consumed, a minimum of two (2) uniformed law enforcement officers who are certified by the State of North Carolina must be present on the premises during the event. The college may require additional uniformed and certified officers to be present during the event depending on the event details.

The applicant shall be responsible for securing and paying the full costs and expenses of such security officers, and any other applicable administrative expenses. The college shall be notified of the uniformed law enforcement officers engaged by the applicant no less than ten (10) days prior to the event.

D. Liability Insurance

The applicant must provide to the College a certificate of liability insurance in the amount of no less than one million dollars ($1,000,000) and naming the College as an additional insured on said policy. A copy of the certificate of insurance must be received by the President no less than ten (10) days prior to the event.

E. Damages

The event applicant and/or sponsor is responsible for all damage to the civic and conference center facilities, property, or equipment that occurs while the facility is being used by them, regardless of who caused the damage. Event organizers are also responsible for the conduct of all persons involved in their activities while on college property.

F. Service of Alcoholic Beverages.

The following regulations shall apply:

1. Alcoholic beverages may be served only by and to adults age twenty-one (21) or older. The applicant is required to ensure that all servers take precautions to ensure guests are

not served inappropriate amounts of alcohol and to further ensure that no one under the age of twenty-one (21) is served.
2. The inappropriate or excessive serving of alcoholic beverage to an individual or event attendees may result in the immediate suspension of the entire event by either the college, security officers, police, sheriff, or State ABC officers.
3. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.
4. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of a College official, a bartender, or a security officer on duty.
5. The caterer or applicant must arrange to obtain the alcoholic beverages and transport them to and from the College facility.
6. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.

G. No Use of Public Money

No state or local tax dollars can be used to acquire or serve alcoholic beverages.

VII. PERMITTED USE - INSTRUCTIONAL USE

This Policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments) when approved in writing by the Vice President of the relevant instructional division.

VIII. PERMITTED USE - LAWFULLY PRESCRIBED CONTROLLED SUBSTANCE

This Policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider to a student or employee who is prescribed the controlled substance and using it in the manner in which the healthcare provider prescribed it, so long as such use does not present a health or safety risk to others. However, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Duplicate: ● Policy 3.4.4 - Alcohol and Drugs on Campus ● Policy 5.3.5 - Alcohol and Drugs on Campus Referenced by:

	• Policy 2.2.3 - Facility Use Referencing: • Policy 3.3.3 - Employee Code of Conduct • Policy 5.3.2 - Student Code of Conduct

POLICY HISTORY

January 1, 2025	Adopted.
February 17, 2026	Renumbered to Policy 2.1.7 from Policy 2.1.7 / 3.4.4 / 5.3.5 due to streamlining of duplicate policies.