Drug and Alcohol Abuse Prevention Program
The Austin Community College District (ACC) is dedicated to the health and welfare of its employees, maintaining a drug and alcohol free environment and providing a Drug and Alcohol Prevention Program to address the needs of its employees. To meet these objectives, ACC prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on campuses or facilities, or at any ACC-sponsored event or activity.

ACC supports the requirements of the Drug Free Schools and Communities Act. The District also endorses the Standards of the Commission of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuses of which it is a member institution.

Nothing in this Alcohol and Drug Abuse Prevention Program is intended to conflict with, modify, amend, or attempt to alter Administrative Rule 3.03.003 Drug Free Workplace and Drug Free Schools and Communities Act which shall preempt, govern, and control in all respects drugs and alcohol in the workplace.

The Drug and Alcohol Abuse Prevention Program shall:

- educate employees about alcohol and drug abuse in an effort to encourage responsible decision around their use;
- provide resources for employees who have experienced the consequences around alcohol and drugs;
- support employees who are in recovery from substance abuse and addiction;
- encourage constructive lifestyles and norms that discourage abuse of alcohol and drugs; and
- develop an environment that facilitates alcohol and drug abuse-free lifestyles.

The prevention program sponsored by the District shall include the annual distribution of the following to each employee:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs, alcohol, or inhalants by students and employees on property or as any part of the District’s activities.
- A description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs, alcohol, and inhalants.
- A description of the health risks associated with the use of illicit drugs, abuse of alcohol and abuse of inhalants.
- A description of the drug, alcohol and inhalant counseling, treatment, or rehabilitation programs that are available to students and employees.
• A clear statement that the Austin Community College District will impose sanctions on students and employees (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

• An annual review of its program to (a) determine its effectiveness and implement changes if needed; and (b) ensure that the drug, alcohol, and inhalant abuse sanctions imposed by the District are enforced consistently.

Operation of the Program

The Drug and Alcohol Abuse Prevention Program will inform faculty and staff about the dangers of drug and alcohol abuse, ways to prevent the abuse, and penalties that may be imposed for drug and alcohol abuse violations. The Drug and Alcohol Abuse Prevention Program is available to all faculty and staff.

The program includes the following:

• Annually and by means of electronic mail, employees shall be made aware of the ACC Drug and Alcohol Abuse Prevention Program and policy.
  o Employees will be provided the link to the policy at the beginning of each academic year
  o New faculty and staff members will receive a copy of the policy at New Employee Orientation.

• In addition to the annual notification, employees shall be offered written material including pamphlets and literature on drug and alcohol abuse. Such material will be available at the Campus Manager and Human Resources departments, as well as online at the website.

• The Human Resources department shall present periodic events to provide the opportunity for employees to discuss the dangers and impact of drug and alcohol abuse. Such events include, but are not limited to, wellness fairs, training sessions, and counseling workshops. These programs will be open to College employees at no charge.

• All employees are eligible to participate in the Wellness Program, which encourages employees to engage in fitness activities. This program promotes a healthy lifestyle, away from the pressures or risks of drug and alcohol.

• Employees shall be advised of the Employee Assistance Program (EAP) which supports employees with concerns about drug and alcohol use and abuse. The EAP shall provide workshops to educate employees about the risks of drugs and alcohol use and abuse and the legal and College penalties.
Standards of Conduct

ACC policy prohibits the unlawful possession, use, distribution, or manufacture of illicit drugs and/or alcohol on the campus and at ACC sponsored events. The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the College community.

ACC employees have a responsibility to deliver service to students, the community, and other individuals in a safe, efficient, and supportive manner. The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited and may result in disciplinary action up to and including, termination.

An employee who is believed to be under the influence of alcohol or drugs while at work may be required to talk with a District Police Officer.

As a condition of employment, an employee shall notify his or her supervisor of any conviction for an alcohol or drug related offense no later than five (5) days after such arrest/conviction. Failure to give this notification may result in disciplinary action, up to and including termination.

Each employee has access to the rules and regulations governing employee expectations and in the Administrative Rules and ACC Employee Handbook. These rules and regulations are in effect when on campus in any capacity and participating in any college-sponsored activity.

Violation of this policy may result in criminal action as well as disciplinary action.

Health Risks

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf.

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdoes may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use often is related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs).

Additionally, alcohol-related accidents are the number one cause of death in the 16 to 24-year-old age group.
Narcotics
Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants
Other depressants (including GHB or liquid ecstasy, valium, Xanax, Ambien, and barbiturates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants
Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdoses may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression and disorientation.

Hallucinogens
Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependency, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from not-to-moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdoses may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug-seeking behavior.

Cannabis
Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdoses may result in fatigue, paranoia, and possible psychosis. Withdrawal occasionally may result in insomnia, hyperactivity, and decreased appetite.
Anabolic Steroids

Anabolic steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal possibly may include depression.

Inhalants

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdoes may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Employee Assistance Program (EAP)

Austin Community College provides a confidential, independent employee assistance program for employees and their families. Assistance is available for those individuals with personal, work, or alcohol and drug abuse problems.

The EAP serves as an excellent resource for addressing difficult employee relations issues such as substance and alcohol abuse and workplace conflicts. The EAP also provides training opportunities for employees and supervisors.

- The EAP may be contacted at 1-866-EAP-2400
- Additional information on the EAP, is referenced in the Employee Handbook.

ACC offers the following drug and alcohol abuse information, counseling, assistance and services:

Locally Offered Programs:

- In an emergency: call 9-1-1.
- Local Mental Health and Mental Retardation Centers:
- **The Helpline for:**
  - Travis County residents: Too Free – 844-398-8252
  - Williamson County residents: 512-255-1720
  - Hays County residents: 830-792-3300
- **The 24 Hour Crisis Line for:**
  - Travis County residents: 512-472-HELP (4357)
  - Williamson County residents: 800-841-1255
  - Hays County residents: 877-466-0660
Narcotics Anonymous of:
- Travis County: 512-480-0004
- Williamson County: 512-480-0004
- Hays County 512-480-0004

Alcoholics Anonymous of:
- Travis County: 512-444-0071
- Williamson County: 512-444-0071
- Hays County: 512-396-2060 or 512-444-0071

Additional Assistance for Employees:
- Health insurance coverage is available for treatment of alcohol and drug abuse. Employees should contact their individual health plan representative for information about insurance coverage.
- Employees who voluntarily seek treatment or counseling for drug or alcohol related problems are accommodated as much as possible to allow them to address the problem. Employees are encouraged to use available resources such as EAP, sick leave, FMLA leave, compensation time, and vacation leave in order to participate in a drug rehabilitation program.

Disciplinary Sanctions for Violations of the Policy

The ACC policy prohibiting the unlawful possession, use, distribution, or manufacture of illicit drugs and/or alcohol on the campus and at college-sponsored events protects and supports the employees, ACC, its students, and the community.

Sanctions Under law:

ACC employees are expected to comply with federal, state, and local drug and alcohol laws as well as ACC policies and procedures. An employee who violates any of these drug or alcohol laws will be reported to the District Police Office and the appropriate law enforcement agency and will be subject to prosecution in accordance with the law. Legal sanctions for violation of local, state, and/or federal laws may include, but are not limited to fines, jail, or prison sentences up to ninety-nine (99) years or life.

College Sanctions:

ACC shall, within the scope of applicable federal and state due process requirements, take such disciplinary action as is appropriate for violations of the Drug and Alcohol Abuse Prevention Policy, ACC policy and applicable law. In the event that such violation also is a violation of federal, state, or local law, the College may decide to proceed or delay its own disciplinary processes. Additional college sanctions, are located at:  
http://www.austincc.edu/drug-and-alcohol-free-campus/sanctions
Employees:

- Upon the receipt of information indicating a drug or alcohol related problem, employees may be required to participate in the Employee Assistance Program (EAP), take leave without pay, and potential, suffer immediate termination.

- In the event of confirmation of prohibited possession, use, or distribution by an employee, disciplinary action may include, but is not limited to, reprimand, suspension, or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program and/or arrest or referral to the appropriate law enforcement agency.

- Other sanctions may include, but are not limited to, employee counseling sessions, written reprimands, formal discussions with supervisors, decision-making leave, and leave without pay.

- If the employee engages in driving as part of his/her job related duties, such privilege may be revoked, or the employee may be terminated if he/she is unable to perform the duties of their position.

Biennial Review of the Program

This program is the joint responsibility of the department of Student Financial Aid and Human Resources, and the Police Department. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to ACC employees by these departments.

The ACC Drug and Alcohol Abuse Prevention Program will be reviewed biennially. ACC is committed to monitoring and assessing the effectiveness of the policy and program and any changes that need to be made.

- ACC will maintain a Drug and Alcohol Prevention Committee. The Committee determines the effectiveness of this program and ensures the standards of conduct are fair and consistently enforced. The Committee conducts a formal program review every two years.

- Information assessment methods used in the review include focus groups, administrative overview, and informal surveys.

- Modifications are made to the programs and the expected learning outcomes in an effort to evolve with changes in the student population.

A systematic prescriptive disciplinary process ensures each disciplinary referral is resolved appropriately, and the consequences or sanctions adequately address the nature of the issue. Emphasis is place on employee development.
Appendix A:

Warning Signs of Drug and/or Alcohol Abuse

If someone you know is abusing drugs and alcohol you may notice the following:

- Sudden or extreme change in friends, eating habits, sleeping patterns, physical appearance, coordination or school performance.
- Loss of interest in hobbies or family activities.
- Hostile or uncooperative attitude.
- Secrecy about actions or possessions.
- Stealing money or an unexplained need for money.
- Medicine containers, despite a lack of illness, or drug paraphernalia in the individual’s room.
- An unusual chemical or medicinal smell on the individual or in the individual’s room.

Appendix B:

Tips for Preventing Substance Abuse

The use of tobacco, alcohol, and other drugs is one of the biggest problems facing people today. There are no guarantees that someone you love will avoid the use of drugs; however, you can help to influence that decision by:

- Not using drugs yourself.
- Providing guidance and clear rules about not using drugs.
- Spending time with your loved one sharing the good and the bad times.

Use the following tips to help guide thoughts and behaviors about drugs:

1. Talk honestly. Don’t wait to have “the drug talk” with someone. Make discussion about tobacco, alcohol, and other drugs part of your daily conversation. Know the facts about how drugs can harm. Clear up any wrong information, such as “everybody drinks” or “marijuana won’t hurt you.” Be clear about personal rules for and legal implication of the use of tobacco, alcohol, and other drugs.

2. Really listen. Encourage questions and concerns about tobacco, alcohol, and other drugs. Do not do all the talking or give long lectures.

3. Help develop self-confidence. Look for all the good things in yourself or someone you care about and then tell them (or yourself) how proud you are. If you need to correct, criticize the action, not the person. Praise efforts as well as successes.

4. Help develop strong values. Talk about your personal values.

5. Be a good example. Your own habits and thoughts about tobacco, alcohol, and other drugs make an impression. Your actions speak louder than words.

6. Help deal with peer pressure and acceptance. Discuss the importance of being an individual and the meaning of real friendships. You do not have to do something wrong just to feel accepted.

7. Encourage healthy, creative activities. Look for ways to get involved in athletics, hobbies, school clubs, and other activities that reduce boredom and excess free time. Develop positive friendships and interests. Look for activities that you can do together.

8. Know what to do if someone you love has a drug problem. Realize that no one is immune to drugs. Learn the signs of drug use. Take seriously any concerns you hear from friends, family, or other students about possible drug use. Trust your instincts. If you truly feel that something is wrong, it probably is. If there is a problem, seek professional help.

Information adapted from the American Academy of Pediatrics.