Board of Trustees of the Nebraska State Colleges

Meeting Date**: November 12, 2026**

Agenda Item: **5.3**

ITEMS FOR DISCUSSION AND ACTION:

Committee: **Chancellor Informational Items**

Information Only: **Policy Amendments, Corrections and Clarifications Pursuant to Article XV of the Board By-laws (CI)**

Non-substantiative revisions to Policy 5006 -Drug-Free Workplace; Standards of Conduct and Policy 6020 - Private Use of Office Equipment.

Informational item.

ATTACHMENTS:

- Revised Policy 5006 -Drug-Free Workplace; Standards of Conduct
- Revised Policy 6020 - Private Use of Office Equipment

POLICY: 5006 Drug-Free Workplace; Standards of Conduct

BOARD POLICY

The Board of Trustees recognizes and affirms its responsibility and commitment to maintain a drug-free workplace environment. In accordance with this responsibility and to ensure worker safety and workplace integrity, under the Drug-Free Workplace Act of 1988, (41 U.S.C. §701), and the Drug-Free Schools and Communities Act of 1989, (20 U.S.C. §1145g), the Board prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with the State College System.

The term "controlled substance" refers to a controlled substance as defined by the Federal Controlled Substances Act (21 U.S.C. 801) et seq, or Nebraska Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq.

In an effort to bring about a drug-free workplace in the System and to assure employees of a workplace free from illegal drugs and their effect, the Board through its College administrations will implement the following Drug-Free Workplace Policy and standards of conduct.

SCOPE: Applicable to all employees.

POLICY: It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance, drug paraphernalia or alcohol in the workplace. The Board, therefore, establishes a drug-free workplace policy for its employees.

STANDARDS OF CONDUCT

The Board has formulated the following standards of conduct for its employees which prohibit the following acts:

1. Unauthorized use, possession, manufacture, distribution or sale of illegal drugs, drug paraphernalia or alcohol on College premises or while on College business or at College activities, or in College supplied vehicles either during or after working hours;

2. Unauthorized use, possession, manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, (21 U.S.C. 801) et seq, or Nebraska Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq., on College premises, or while engaged on College business or attending College activities, in College supplied vehicles, either during or after working hours;

3. Storing in a locker, desk, vehicle, or other place on College owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;

4. Unauthorized possession, use, manufacture, distribution or sale of alcohol or illegal drugs off College premises that adversely affects an employee's work performance, safety or the safety of others;

5. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;

6. Failure to report within five (5) days any criminal drug **or alcohol** statute **citation,** arrest or conviction occurring in the workplace to his or her immediate supervisor. The supervisor will immediately report such citation, arrest or conviction to the President or designee.

7. Notwithstanding the standards stated above, possession and consumption of alcohol may be allowed pursuant to an academic course exception in conjunction with Policy 8035. Under an academic course exception, faculty and students are still required to abide by Board, College, state and federal laws/regulations regarding access to, use, distribution, and consumption of alcohol. No students under the age of twenty-one (21) shall be allowed to register or attend such a course. All alcoholic beverages shall be removed from the classroom or lab at the end of each course session and shall be locked in a secured cupboard with restricted access.

PROCEDURE

1. All employees, including part-time student employees, and each new hire will receive a copy of this policy.

2. Each employee will receive a drug abuse awareness form which will state it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol in the workplace unless alcohol is allowed at an event authorized and hosted by the President as outlined in Board Policy 8035 or in conjunction with an academic course. Each employee will sign and date this statement certifying that he or she:

   A. Understands and will abide by the drug-free workplace policy; and

   B. Has knowledge of disciplinary actions which may be imposed for violations of the drug-free workplace policy.

   The signed and dated statement will be provided to the Human Resources Office and will be permanently maintained in the employee's personnel file.

   All employees will receive a copy of this policy at the beginning of each academic year which will serve as the annual notification.

3. All current employees will receive drug and alcohol abuse awareness training. New hires will receive the training within the first six (6) months of date of hire. This training shall include:

   A. A definition of drug and alcohol abuse;

   B. Information on specific drugs and alcohol and the effects of drug and alcohol abuse;

   C. Dangers of drug and alcohol abuse in the workplace;
   D. Availability of counseling and treatment services; and

   E. Disciplinary actions which may be imposed on employees for violations of this policy.

4. If an employee violates the drug free workplace policy, disciplinary action may be imposed according to established Board policy and procedures. Disciplinary action shall include one or more of the following actions:

   A. Referral to an assistance program for evaluation and assessment to determine the appropriate treatment for rehabilitation; and/or

   B. Participation in a drug rehabilitation program; and/or

   C. Termination of employment.

5. If an employee is convicted of violating any criminal drug statute while in or at the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution at the employee's expense.

6. Information regarding possible legal sanctions and penalties under federal law can be accessed from the US Department of Justice, Drug Enforcement Agency (https://www.dea.gov/sites/default/files/2024-12/2024-Drugs-of-Abuse-508.pdf~~https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30~~). Information about Nebraska State laws can be accessed from the Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq.

7. If the employee is hired on federal contracts or grants, as a condition of employment, the College shall notify the Federal granting agency within ten (10) days after receiving notice of an employee's drug or alcohol statute conviction.

8. Health risks associated with drug abuse can be accessed from the National Institute on Drug Abuse (https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse or https://nida.nih.gov/publications/research-reports/misuse-prescription-drugs/what-classes-prescription-drugs-are-commonly-misused~~https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts~~).

9. Alcohol and drug counseling programs available to employees include the Employee Assistance Program. For more information on this service, employees may contact their College Human Resources Office or access the Human Resources website.

10. Each College will be responsible for conducting a biennial review and preparing a written report of their alcohol and drug programs to determine program effectiveness and policy enforcement consistency. This review will be conducted and completed by December 31 in even-numbered years and will focus on the two preceding academic years.

Policy Adopted: 4/14/89
Policy Revised: 3/11/94
Policy Revised: 6/2/11
Policy Revised: 6/10/14
Policy Revised: 1/16/18
Policy Revised: 6/19/18
Policy Revised: 10/12/26

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY NAME: Private Use of Office Equipment

POLICY NUMBER: 6020

A. PURPOSE

To document expectations regarding the private use of certain office equipment.

B. DEFINITIONS

None

C. POLICY

1. Private Use of Equipment

1.1. Telephone Use

Calls on College or System Office telephones are to be for communications related only to College or System Office business. Personal long-distance calls may not be charged to the College or System Office. However, if an emergency need arises, a long-distance personal call may be made. If such a call is made, reimbursement shall be made by the employee to the appropriate office. Employees are allowed to make local personal calls for essential business.

- Each College and the System Office shall develop procedures for review and monitoring of its monthly phone calls. Long distance phone calls that are not official business must be reimbursed by the employee.

1.2 Copy Machines and Printers

College and System Office photocopy machines and printers are intended to be used for College and System Office business. If photocopy machines or printers are made available to students, campus guests or to employees as a convenience, rates shall be established that are comparable to those charged by private providers and shall cover the costs to the institution of operating, maintaining and replacing the equipment.

1.3 Technology Equipment

The use of College technology equipment for private use is addressed in Policy ~~5008~~7001.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: March 1994

Policy Revised: August 1997, September 2013, January 2023, September 2026