




Northern Marianas College Procedure

Procedure No.: 5004.1 Procedure Title: Drugs Alcohol Tobacco and Betel Nut
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President 
Board Policy No. Associated with this Procedure: 5000
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.G

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The Northern Marianas College is committed to taking reasonable steps to assure safety in the workplace and the community, and is concerned about the adverse effects of drugs, alcohol, tobacco, and betel nut may have on safe and productive job performance. This procedure establishes a drug/alcohol/tobacco and betel nut free workplace.

Areas of Responsibility Northern Marianas College will comply with the Drug-Free Workplace Act of 1988. Furthermore, Northern Marianas College is a Tobacco and Betel Nut free institution. All employees are responsible for their actions and shall refrain from bringing or possessing drugs, alcohol, tobacco and / or betel nut on Northern Marianas College Property (except in controlled laboratory experiments conducted and sanctioned by CREES).

Procedure details Employees may be disciplined for possession or use of illegal drugs, alcohol, tobacco or betel nut on Northern Marianas College Property. College property includes all college buildings, college grounds, college parking lots, and college vehicles.

The College recognizes that smoking and chewing in the workplace can adversely affect employees' health. In the case of chewing it also creates an unprofessional appearance and has resulted in hygiene issues due to careless spitting and disposal. All managers and supervisors are expected to enforce this policy. This policy applies to all employees, students, and visitors while on college premises.

Employees found in violation may be subject to disciplinary action and monetary fines, as established in Title 6, Division 3, Chapter 1, Article 4, Section 3182 of the Commonwealth Code.

Additionally, employees found in violation shall be subject to disciplinary action.