

TO ALL STUDENTS WHO PLAN TO WORK FOR POMONA COLLEGE

The following is the Pomona College Substance Abuse Policy. All students who plan to work for Pomona must read this in its entirety. If you have any questions, please do not hesitate to contact the Office of Financial Aid at extension 73867.

Substance Abuse Policy

As a condition of employment, all Pomona College employees, as well as those who perform work for the College but are not employees (e.g., independent contractors, temporary agency persons), are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing, or using controlled substances in the workplace or elsewhere on campus. Violators shall be subject to discipline, up to and including termination of employment, termination of project/contract, and disbarment from campus. In addition, applicable legal sanctions under local, state, or federal law will be imposed. These sanctions include, among others, fines from \$1,000 to \$1,000,000, seizure and summary forfeiture of property, and life imprisonment. *As a condition of employment, an employee must notify his or her supervisor in writing of conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.* Supervisors are responsible for reporting to the Director of Human Resources any conviction of employees as a result of violating substance abuse laws. Upon receipt of a conviction notice, the College will notify the contracting/granting agency (if applicable) within ten (10) days. Within thirty (30) days of receiving said notice, those convicted of substance abuse offenses in the workplace or on campus, but who are not terminated from employment, will be required to participate in and successfully complete a rehabilitation program.

Pomona College, in cooperation with the other Claremont Colleges, sponsors campus programs on substance-abuse awareness for all members of the College community. The College will assist students in overcoming drug problems by referring them to an appropriate specialist. Students should contact the Office of Student Affairs for confidential and non-punitive referral for counseling and/or treatment.