



NORTHWEST COLLEGE POSTINGS



NOTIFICATION TO APPLICANTS & EMPLOYEES

POLICY OVERVIEW

Northwest College has a vital interest in maintaining safe, healthful, and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol while on the job poses serious safety and health risks, not only for the user, but to all those who work with or otherwise come into contact with the user. The use, possession, or sale of illegal drugs or alcohol while on the job poses unacceptable risks for safe, healthful, and efficient operations.

Northwest College (hereinafter also referred to as "Company"). Has developed a policy in conforming with Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration (FMCSA) Regulation 49 CFR Part 382.

Drivers whose job duties require them to possess a valid Commercial Driver's License (CDL), and those employees that may perform safety-sensitive functions regulated by DOT Agency Regulation are subject to the DOT testing regulations and *Company Policy*. Those employees covered by DOT regulations, and federal regulations shall be considered as preempting any inconsistent state or local laws or regulations.

POLICY APPLICATION

The provisions of this drug and alcohol policy apply to all employees who work for Northwest College the effective date of this policy is 11/02/10.

DRUG AWARENESS PROGRAM

Covered employees will be informed of:

- 1) The drug and alcohol policy and have a copy of the plan available to them; copies of this policy statement, will be kept in the office of the DER and made available during regular business hours for review by all prospective job applicants or current employees. Continuing notice of this policy is posted as a "Notification to Applicants & Employees."
- 2) The penalties that will be imposed for violations of the plan. An employee whose conduct violates this substance abuse policy will be subject to and including termination and in conformity with applicable state or local laws and regulations, as well as any other applicable written agreements or guidelines.

This policy has been designed to help prevent accidents and injuries resulting from the use of controlled substances or the misuse of alcohol by drivers of commercial motor vehicles covered under 49 CFR Part 40 and 382 FMSCAR.

Any employee whose conduct violates this substance abuse policy will be subject to discipline up to and including termination and in conformity with applicable state or local laws and regulations, as well as any other applicable written agreements or guidelines.

We earnestly solicit the understanding and cooperation of all employees in implementing this policy, and we believe that the benefits derived from this policy outweigh the potential inconvenience to the employees.

Northwest College

PAYDAY NOTICE

Regular Paydays for Employees of Northwest
College shall be as follows:

MONTHLY

By: Tracy Gasaway

Title: Payroll Specialist