



## **Brighton Center's Center for Employment Training Drug and Alcohol Prevention Program**

**Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by trainees and employees on our property or as part of any of our activities.**

### **Brighton Center Employee Policies Regarding Drugs and Alcohol**

#### **DRUG & ALCOHOL POLICY** (1/1/2013)

Brighton Center, Inc. recognizes the growing problem of alcohol and other drug use, and hereby certifies that it will maintain a drug-free workplace. Therefore Brighton Center, Inc. prohibits unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or paraphernalia associated with a controlled substance by any employee on or off the job. The agency also prohibits the possession of alcohol at work and/or working with alcohol or drugs in your system. Employees who violate these rules are subject to immediate disciplinary action up to and including separation from employment.

#### **DRUG & ALCOHOL PROCEDURES**

As a condition of employment under any grant requiring certification regarding drug-free workplace requirements, employees must agree to abide by the terms of this policy. The employee must notify his/her supervisor of any charge for a violation of any criminal drug statute occurring in or out of the workplace no later than five days after charge. Brighton Center, Inc. will, as required by law, report the charge to the federal funding source within ten days of receiving notice from the employee.

#### **Substance Screening**

Employees may be subject to substance screening for reasonable suspicion, post-incident, random testing, or other as determined by Brighton Center. Managers and supervisors will apply their training to identify the warning signs of substance abuse. (*refer to Alcohol/Drug-Free Workplace Observation List, page 9D-1*)

#### **Procedures**

In the interest of protecting its reputation for honesty and integrity, as well as the safety of its employees and the public, Brighton Center, Inc. will exercise its discretion in all areas of enforcement of this policy. Nothing in this policy is to be interpreted as constituting a waiver

of management's responsibility to maintain discipline, or the right to take disciplinary measures in the case of poor performance or misconduct.

All employees who are requested to submit to substance screening will be asked to sign a consent form prior to testing. All testing will be scheduled by the employer's office at an approved laboratory.

### **Disciplinary Action**

Refusal of alcohol and/or drug testing will result in separation. In the event a drug or alcohol screen is requested an employee may be suspended from work until results of the test are complete. Human Resources will be notified of any refusal to submit to alcohol and/or drug testing.

Tampering with substance screening is a serious offence. Employees who tamper with a required substance screening will be separated from employment.

Employees who tests positive for alcohol and/or drugs will be subject to separation. An alternative to immediate separation may be a requirement of the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement or other appropriate agency, as a condition of continued employment. This alternative must be recommended by the employee's supervisor and approved by the President & CEO, or in the absence of the President & CEO the Vice President. Any relapse will result in separation from employment.

### **Prescribed Lawful Medications**

Employees are expected to use all medications in a safe and lawful manner and to be fit for duty.

Employees who use prescribed or over-the-counter medications which are accompanied by warnings such as: may cause drowsiness, interfere with the ability to drive or operate machinery safely, or should not be used with alcoholic beverages; must consult their physician to determine if such medications will interfere with their ability to perform their job duties safely and effectively.

Where the physician imposes any restrictions or advises an employee of any potential safety hazard, the employee must immediately notify his/her supervisor of the restrictions or hazard. Such employees will be accommodated as required by law.

Improper use of a lawful prescription or abuse of a legally prescribed medication is prohibited and subject to disciplinary action according to Brighton Center's Drug & Alcohol Policy.

To the extent required by law, Brighton Center, Inc. will keep drug and alcohol treatment records, medical records, and positive test results confidential. Such information will be disclosed only on a need-to-know basis; except where required by law or where a claim, charge or lawsuit is filed against Brighton Center, Inc. involving such information.

To ensure the safety of all, medication should not be brought to the work environment; but in the case that an employee must have a prescribed lawful medication, over-the-counter medicine, vitamins or herbs with them during work hours, the employee must ensure that the medicine is securely locked in an appropriate area and/or not left unattended.

#### Employee Searches

Searches of Brighton Center employees or their property, e.g., purses, bags, etc. and Brighton Center property may be conducted when there is reasonable suspicion that there is a violation of this Drug and Alcohol policy. The employee will be asked for permission to conduct a search in his/her presence. Refusal to allow a search will result in immediate removal from Brighton Center grounds and disciplinary action up to and including separation of employment. Searches will be conducted by a supervisor, or Director, and in the presence of a witness.

#### *Responsibility of Human Resources*

- Human Resources will train and assist managers in identifying signs of unusual behavior. Human Resources will assist in the separation of employee, whenever feasible.

#### *Responsibility of Management*

- Remove impaired employee from the workplace.
- Document observable behavior leading to a decision to test and if possible consult with Human Resources.
- If appropriate, inform employee that he/she is suspended from work until screening has been completed.

#### *Responsibility of Employee*

- Promote and contribute to an alcohol/drug-free workplace.
- Be observant and report suspicious behavior to supervisor.

**Brighton Center's Center for Employment Training Substance Abuse Policy** clarifies and details the disciplinary procedures for trainees:

Abuse of any drug, which includes alcohol, prescription drugs, or illegal substances while attending CET is strictly prohibited, and will subject any violator of this policy to disciplinary action, including withdrawal from the program. Any violation of this policy, while on CET property, constitutes grounds for immediate expulsion. By signing this policy, trainees agree to drug testing at the request and expense of CET at any time. Refusal of said testing demand will result in disciplinary actions, including expulsion.

**A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.**

**Kentucky State Laws**

***218A.1415 Possession of controlled substance in first degree -- Penalties.***

- (1) A person is guilty of possession of a controlled substance in the first degree when he or she knowingly and unlawfully possesses:
- (a) A controlled substance that is classified in Schedules I or II and is a narcotic drug;
  - (b) A controlled substance analogue;
  - (c) Methamphetamine;
  - (d) Lysergic acid diethylamide;
  - (e) Phencyclidine;
  - (f) Gamma hydroxybutyric acid (GHB), including its salts, isomers, salts of isomers, and analogues; or
  - (g) Flunitrazepam, including its salts, isomers, and salts of isomers.
- (2) Possession of a controlled substance in the first degree is a Class D felony subject to the following provisions:
- (a) The maximum term of incarceration shall be no greater than three (3) years, notwithstanding KRS Chapter 532;
  - (b) For a person's first or second offense under this section, he or she may be subject to a period of:
    - 1. Deferred prosecution pursuant to KRS 218A.14151; or
    - 2. Presumptive probation;
  - (c) Deferred prosecution under paragraph (b) of this subsection shall be the preferred alternative for a first offense; and
  - (d) If a person does not enter a deferred prosecution program for his or her first or second offense, he or she shall be subject to a period of presumptive probation, unless a court determines the defendant is not eligible for presumptive probation as defined in KRS 218A.010.

***244.085 Minors not to possess or purchase liquor nor to misrepresent age -- Use of fraudulent identification -- Prohibition against minors remaining on premises where alcoholic beverages sold.***

- (1) As used in KRS 244.083 and this section: "Premises" has the meaning it is given in KRS 241.010 and also means the place of business of a person licensed to sell alcoholic beverages including, in the case of drive-in establishments, the entire lot upon which the business establishment is situated.
- (2) A person under 21 years of age shall not enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or receiving any alcoholic beverages.
- (3) A person under 21 years of age shall not possess for his or her own use or purchase or attempt to purchase or have another purchase for him or her any alcoholic beverages. No person shall aid or assist any person under 21 years of age in purchasing or having delivered or served to him or her any alcoholic beverages.

(4) A person under 21 years of age shall not misrepresent his or her age for the purpose of inducing any licensee, or the licensee's agent, servant, or employee, to sell or serve any alcoholic beverages to the underage person.

(5) A person under 21 years of age shall not use, or attempt to use any false, fraudulent, or altered identification card, paper, or any other document to purchase or attempt to purchase or otherwise obtain any alcoholic beverage.

(6) Except as provided in KRS 244.087 and 244.090, a licensee, or his or her agents, servants, or employees shall not permit any person under twenty-one (21) years of age to remain on any premises where alcoholic beverages are sold by the drink or consumed on the premises, unless:

(a) The usual and customary business of the establishment is a hotel, motel, restaurant, convention center, convention hotel complex, racetrack, simulcast facility, golf course, private club, park, fair, church, school, athletic complex, athletic arena, theater, small farm winery, distillery or brewery or winery tour, convenience store, grocery store, drug store, or similar establishment;

(b) All alcoholic beverage inventory is kept in a separate, locked department at all times when minors are on the premises;

(c) Written approval has been granted by the department to allow minors on the premises until 10 p.m. where the sale of alcohol is incidental to a specific family or community event including but not limited to weddings, reunions, or festivals. The licensee's request shall be in writing and shall specifically describe the event for which approval is requested. The state director shall approve or deny the request in writing; or

(d) The usual and customary business of the establishment is an entertainment facility where prebooked concerts are held. For the purpose of this paragraph, house bands, disc jockeys, and karaoke are not considered concerts. During the times minors are on the premises under this paragraph, the licensee shall:

1. Maintain the responsibility of all ticket sales;

2. Sell the concert tickets directly to the patron or have a contractual agreement with a vendor or promoter to sell the concert tickets for the licensee;

3. Maintain records of all gross concert ticket sales. The concert tickets shall have the name of a band or performer as well as the date of the concert;

4. Permit minors to be in the area where the concert is taking place only during the time of the concert; and

5. Prohibit minors on the premises until thirty (30) minutes prior to the concert and prohibit minors from remaining on the premises more than thirty (30) minutes after the concert performance has ended.

(7) Except as provided in subsection (6) of this section, a licensee or the licensee's agent, servant, or employee shall not allow any person under the age of twenty-one (21) to remain on any premises that sells alcoholic beverages by the package unless the underage person is accompanied by a parent or guardian or the usual and customary business of the establishment is a convenience store, grocery store, drugstore, or similar establishment.

(8) Except as provided in subsection (6) of this section, a person under the age of twenty-one (21) shall not remain on any premises that sells alcoholic beverages by the package unless he or she is accompanied by a parent or guardian or the usual and customary business of the establishment is a convenience store, grocery store, drugstore, or similar establishment.

(9) A violation of subsection (2), (3), (4), (5), or (8) of this section shall be deemed a status offense if committed by a person under the age of eighteen (18) and shall be under the

jurisdiction of the juvenile session of the District Court or the family division of the Circuit Court, as appropriate.

## **Federal Laws and Penalties for Illegal Possession of a Controlled Substance**

### ***21 U.S.C.844 Penalty for Simple Possession:***

(a) Unlawful acts; penalties

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or except as otherwise authorized by this subchapter or subchapter II of this chapter. It shall be unlawful for any person knowingly or intentionally to possess any list I chemical obtained pursuant to or under authority of a registration issued to that person under section 823 of this title or section 958 of this title if that registration has been revoked or suspended, if that registration has expired, or if the registrant has ceased to do business in the manner contemplated by his registration.

It shall be unlawful for any person to knowingly or intentionally purchase at retail during a 30 day period more than 9 grams of ephedrine base, pseudoephedrine base, or phenylpropanolamine base in a scheduled listed chemical product, except that, of such 9 grams, not more than 7.5 grams may be imported by means of shipping through any private or commercial carrier or the Postal Service. Any person who violates this subsection may be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000, or both, except that if he commits such offense after a prior conviction under this subchapter or subchapter II of this chapter, or a prior conviction for any drug, narcotic, or chemical offense chargeable under the law of any State, has become final, he shall be sentenced to a term of imprisonment for not less than 15 days but not more than 2 years, and shall be fined a minimum of \$2,500, except, further, that if he commits such offense after two or more prior convictions under this subchapter or subchapter II of this chapter, or two or more prior convictions for any drug, narcotic, or chemical offense chargeable under the law of any State, or a combination of two or more such offenses have become final, he shall be sentenced to a term of imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$5,000. Notwithstanding the preceding sentence, a person convicted under this subsection for the possession of a mixture or substance which contains cocaine base shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$1,000, if the conviction is a first conviction under this subsection and the amount of the mixture or substance exceeds 5 grams, if the conviction is after a prior conviction for the possession of such a mixture or substance under this subsection becomes final and the amount of the mixture or substance exceeds 3 grams, or if the conviction is after 2 or more prior convictions for the possession of such a mixture or substance under this subsection become final and the amount of the mixture or substance exceeds 1 gram.

Notwithstanding any penalty provided in this subsection, any person convicted under this subsection for the possession of flunitrazepam shall be imprisoned for not more than 3

years, shall be fined as otherwise provided in this section, or both. The imposition or execution of a minimum sentence required to be imposed under this subsection shall not be suspended or deferred. Further, upon conviction, a person who violates this subsection shall be fined the reasonable costs of the investigation and prosecution of the offense, including the costs of prosecution of an offense as defined in sections 1918 and 1920 of title 28, except that this sentence shall not apply and a fine under this section need not be imposed if the court determines under the provision of title 18 that the defendant lacks the ability to pay.

### **Drug Convictions and Student Financial Aid**

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). (<http://studentaid.ed.gov>)

### **A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.**

#### ***Health Risks Associated with the Use of Alcohol***

- Lowered inhibitions
- Loss of coordination
- Impaired memory
- Fetal damage (in pregnant women)
- Depression
- Fatal overdose

Risks associated with long-term alcohol abuse

- Pancreatitis
- Liver damage
- Damage to cardiovascular and nervous systems
- Birth defects

#### ***Health Risks Associated with the Use of Drugs***

Dissociative Drugs (Ketamine, PCP, Salvia divinorum, DXM)

- Impaired motor function
- Tremors
- Numbness
- Memory loss
- Nausea

Inhalants (Aerosols, Lighter Fluid, Paint Thinner)

- Loss of inhibition
- Headache
- Nausea or vomiting

- Slurred speech
- Loss of motor coordination
- Damage to cardiovascular and nervous systems
- Sudden death

#### Club Drugs (MDMA, Flunitrazepam, GHB)

- Lowered inhibition
- Chills
- Sweating
- Depression
- Hyperthermia
- Impaired coordination
- Seizures
- Coma

#### Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Altered states of perception and feeling
- Hallucinations
- Nausea

#### Cannabinoids-Marijuana and Hashish

- Slowed reaction time
- Distorted sensory perception
- Impaired balance and coordination
- Impaired learning
- Frequent respiratory infections

#### Stimulants (Cocaine, Amphetamine, Methamphetamine)

- Increased heart rate
- Increased blood pressure
- Reduced appetite
- Irritability
- Tremors
- Cardiac or cardiovascular complications
- Stroke
- Seizures
- Severe dental problems
- Nasal damage (snorting cocaine)

#### Opioids (Heroin, Opium)

- Drowsiness
- Impaired coordination
- Dizziness
- Nausea
- Endocarditis
- Hepatitis (from injection)



- HIV (from injection)
- Fatal overdose

In addition, the following is a list of some comprehensive resources to educate you on the affects of drugs and alcohol:

- <http://www.nida.nih.gov/infofacts/infofactsindex.html> - InfoFacts have been developed by the National Institute on Drug Abuse (NIDA), National Institutes of Health, Department of Health and Human Services. NIDA supports most of the world's research on the health aspects of drug abuse and addiction. NIDA InfoFacts are updated regularly.
- <http://pubs.niaaa.nih.gov/publications/aa63/aa63.htm> - National Institute on Alcohol Abuse and Alcoholism – Alcohol Alert Publication Number 63.
- <http://www.drugfree.org/drug-guide> - The Drug Guide at The Partnership at Drugfree.org is a comprehensive and up-to-date source of drug information, including drug descriptions, slang terms, short term- and long term- effects, images, federal classifications and more.

### **A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.**

#### **Counseling Services for Brighton Center Employees and CET Trainees**

Brighton Center employees may call EAP/Work-Life Program at 1-866-440-6556 for information on the assistance services available to them.

CET trainees who need assistance or would like to pursue substance abuse counseling are referred to a local provider that can offer them the assistance they need. The following are the services that CET refers trainees to for counseling:

#### Brighton Recovery Center for Women

This 100 bed facility located in Boone County utilizes recovery dynamics to help homeless and/or low income women 18 and over overcome substance abuse. The focus is to help the women change their behavior, skills and attitudes related to their addictive lifestyles. We also address other problems that emerge for the women in the program and connect them to an array of Brighton Center services as well as services provided by our partners in the community. We offer a long-term, holistic approach to recovery that is comprised of four distinct modules of progression. They are: Safe off the Streets is a safe, non-medical environment to withdraw from mood/mind altering substances and a plan of recovery is developed. Motivational Track is low-pressure environments were the women commit to the recovery process. Programs are engineered to provide the opportunity for success in a structured environment so that participants can experience the hope of change. Phase 1 (Recovery) empowers the participants with effective solutions to the problems of addiction. Goals are brought to focus and include; recovery, social

wellness and economic dependence. Phase 2 (Transition) provides a means of reintroduction back into society. Participants obtain employment or participate in educational and job training programs, pay rent, attend self-help meetings and prepare a plan of action for living sober as a productive member of society.

<http://brightoncenter.com/what-we-do/what-we-do.php>

#### Alcoholics Anonymous

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

<http://home.fuse.net/nkyaa/>

#### CenterPoint

A long term recovery center for men with substance abuse issues.

<http://4rbh.org/>

#### Chrysalis House

Chrysalis House specializes in treating substance dependent expecting mothers, allowing them to keep their newborns and toddlers with them while in treatment.

<http://www.chrysalishouse.org/>

#### Cumberland Hope Center (EVARTS)

The Cumberland Hope Community, LLC, is a residential addiction recovery center for adult women seeking recovery from their addiction. The facility is located in Evarts, Kentucky, and is a non - profit organization, and an affiliate of the Recovery Kentucky Initiative. The center is operated by the Cumberland River Comprehensive Care Center Mental Health, Mental Retardation Board, inc. The center has the capacity for one hundred women.

<http://cumberlandhopecommunity.org/index.html>

#### Division of Mental Health

The Division of Behavioral Health (DBH) is responsible for the administration of state and federally funded mental health and substance abuse treatment services throughout the commonwealth.

<http://dbhdid.ky.gov/dbh/default.asp>

#### Division of Substance Abuse

The Substance Abuse Prevention Program supports a comprehensive array of services targeting prevention of the abuse of alcohol, tobacco and other drugs (ATOD) throughout the commonwealth.

<http://dbhdid.ky.gov/dbh/sa.asp>

#### NorthKey Family Alcohol & Drug Counseling Services

One of every seven people in the United States has or will have problems with alcohol or drugs. Unless treated, these problems continue to grow more serious. This abuse can seriously affect family, friends, jobs and the health of the individual abusing substances. NorthKey Community Care offers a variety of services to assist the individual and his or her family through education,

treatment and prevention. Specialized Treatment Programs: Alcohol and Drug Counseling Dual Diagnosis Treatment Intensive Outpatient Program for Chemically Dependent Women Prevention Programs Psychiatric Evaluations

<http://www.northkey.org/live/index.asp?s=services&p=C>

#### People Advocating Recovery

Resources to Recovery and Addiction

<http://www.peopleadvocatingrecovery.org/index.htm>

#### The Womens Addiction Recovery Manor

WARM is an inpatient substance abuse recovery program for adult women seeking recovery from substance abuse and addiction. The facility is located in Henderson, Kentucky and is a non-profit organization and an affiliate of the Recovery Kentucky Initiative.

<http://www.warmrecovery.com/>

#### Womens Residential Addictions Program (WRAP) Transitions

Residential treatment for women with alcohol/chemical dependency. May bring children under 12.

<http://www.transitionsky.org/>

**A clear statement that CET imposes disciplinary actions or sanctions on trainees and employees (consistent with local, State, and Federal law) for violations of standards of conduct required by regulation. These disciplinary actions are outlined in the Trainee Catalog for trainees and Brighton Center's policy and procedure manual for employees. These disciplinary actions are up to and including official withdrawal from CET for trainees to separation of employment for employees, and referral for legal prosecution. A disciplinary sanction or action may include the completion of an appropriate rehabilitation program.**

### **Brighton Center Employee Policies – Disciplinary Actions**

#### **DRUG & ALCOHOL POLICY** (1/1/2013)

Brighton Center, Inc. recognizes the growing problem of alcohol and other drug use, and hereby certifies that it will maintain a drug-free workplace. Therefore Brighton Center, Inc. prohibits unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or paraphernalia associated with a controlled substance by any employee on or off the job. The agency also prohibits the possession of alcohol at work and/or working with alcohol or drugs in your system. **Employees who violate these rules are subject to immediate disciplinary action up to and including separation from employment.**

#### **DISCIPLINE ACTION POLICY** (revised 8/28/2008)

The Discipline Policy applies to all employees. This policy pertains to matters of conduct as well as the employee's competence.

Under normal circumstances, supervisors are expected to follow the procedure outlined below. However, the seriousness of an offense may justify the omission of one of the steps in the procedure or may lead directly to separation. Likewise, there may be times when the organization may decide to repeat a disciplinary step. When the Department Director and Human Resource Director decide on an appropriate discipline step the senior management team will make the final decision.

To insure that Brighton Center business is conducted properly and sufficiently, employees must conform to agency standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, the supervisor should coach and counsel the employee in mutually developing an effective solution.

Discipline Options Include:

*Step One: Notice Reminder*

Notice reminders can be given in regular supervision and documented by supervision notes signed by the supervisor and employee or by a Notice Reminder form (example found in Section 9).

The employee's discipline problem and supporting documentation should be reviewed with the employee's Department Director and Human Resource Director before action is taken. The supervisor will meet with the employee to discuss the problem, making sure that the nature of the violation and the expected remedy is communicated clearly. The purpose of this conversation is to remind the employee of exactly what the rule or performance expectation is and also that it is the employee's responsibility to meet that expectation immediately.

The employee is to be informed that the Notice Reminder is the first step of the discipline procedure. The Notice Reminder will remain effective for 90 days. Documentation of the Notice Reminder shall be sent to the HUMAN RESOURCES Director, however, the Notice Reminder will remain informal and will not be placed in the employee's permanent employment record, unless another disciplinary transaction occurs.

An example of the format's required language for a Notice Reminder is found in Section 9, Forms.

*Step Two: Written Reminder*

If the employee's performance does not improve at anytime during the ninety (90) day verbal reminder, or if a repeated violation of Brighton Center practices, rules or standards of conduct occurs, the supervisor will consider a Written Reminder. The situation should be reviewed with the appropriate Department Director and the Human Resource Director should see the documentation and the Written Reminder before action is taken. An example of the format and required language for a Written Reminder is found in Section 9, Forms.

The direct Supervisor with the Human Resource Director present will conduct the Written Reminder meeting, which will be held at the Administration Office. In the absence of the Human Resource Director, another employee will be appointed by the President & CEO to attend the Written Reminder meeting. Minutes will be taken and a typed copy will be placed in the employee file. A person not listed previously may be designated to take minutes. After discussing the issues involved, the supervisor will ask the employee to sign the Written Reminder. The original memo will go to the Human Resource Director to be placed in the employee's file and a copy will be given to the employee. The supervisor should also retain a copy. The Written Reminder will remain in effect for up to 6 months. During this time, significant and sustained performance improvement must be maintained. The supervisor will monitor the employee's progress by meeting with the employee every 30 days for the first 90 days.

### Step Three: Dismissal

If the employee's performance does not improve, or if a repeated violation of Brighton Center practices, rules or standards of conduct occurs, a supervisor will consider dismissal. The situation should be reviewed with the appropriate Department Director and the Human Resource Director should see the documentation before action is taken. (An example separation letter can be found in Section 9, Forms).

The direct Supervisor, with the Human Resource Director present, will conduct the dismissal meeting, which will generally be held at the Administration Office. The Department Director, or designated individual, must collect the employee's personal property prior to or during the dismissal meeting for delivery to the dismissed employee concluding the dismissal meeting. In the absence of the Human Resource Director, another staff member will be appointed by the President & CEO to attend the dismissal meeting. Minutes will be taken and a typed copy will be placed in the employee file. At the conclusion of the dismissal meeting, the employee will immediately be escorted out of the building. The separated employee is not to return to their work location after this time. Furthermore, the separated employee is not permitted to contact employees nor individuals served.

Employment is at will and the agency can separate an employee with or without reason at any time except as otherwise provided by law.

#### NOTE:

The following are examples of conduct which may result in separation from employment without any previous disciplinary action having been taken. Indefinite suspension pending investigation may be exercised prior to separation from employment.

#### MISCONDUCT

- Unauthorized removal or damaging through negligence of Brighton Center or Personal property
- Falsification of Brighton Center records
- Failure to follow safety practices
- Possession of a weapon
- Threat of, or the act of, doing bodily harm

- Use, possession or under the influence of intoxicants, drugs or narcotics
- Neglect of duty
- Refusal to perform assigned work or to follow a direct order
- Improper or unprofessional conduct with individuals served or employees.

## Brighton Center's Center for Employment Training – Disciplinary Actions for trainees

### Disciplinary Actions

The following are types of conduct are unacceptable:

- Excessive absenteeism or tardiness;
- Lack of academic progress;
- Clocking in or out for other trainees;
- Reporting intoxicated or under the influence of non-prescription drugs;
- Use, sale, or possession of alcohol, narcotics, or controlled substances at CET, on any other Brighton Center property, or while representing CET.
- Using obscene, abusive or threatening language on or around the CET facility;
- Possession of a weapon while on CET premises or any other Brighton Center property;
- Theft, including unauthorized borrowing of property or unauthorized use of supplies or equipment;
- Creating a disturbance or in any way disrupting or interfering with the training of others;
- Willful destruction of the building, property of Brighton Center or the property of others;
- Insubordination, disobedience, or disrespect toward a staff member;
- Violating non-discrimination or sexual harassment policy;
- Refusal of employment offers.

When necessary, and at the discretion of the Coordinator, trainees may be suspended for up to two weeks or withdrawn from training immediately for incidents involving drugs, alcohol, weapons, or other behavior creating a danger to others. Disrespecting or threatening behavior towards another trainee or staff member may also be a basis for suspension or withdrawal. CET will not hesitate to involve emergency responders when necessary.

The following are behaviors considered unacceptable and are grounds for **immediate withdrawal** from the program:

- Possession of a weapon while on the CET premises or any other Brighton Center property.
- Fighting or physically touching another trainee or staff person in a threatening or inappropriate manner.

A trainee may be placed in Disciplinary Action due to continued disregard for CET policy, attendance issues, or inappropriate behavior. Consequences generally follow three steps, but may be advanced depending on the severity of the infraction:

1. Warning: written notification of an infraction.
2. Suspension: a ban from attending CET or being on school grounds.
3. Withdrawal: separation from the program. Permission to restart the program is at the CET Coordinator's discretion.