



AMERICORPS Project Ayuda Drug and Alcohol Abuse Policy



1. **Drug-related Offenses on MCCCDCD, Project Ayuda AmeriCorps Program**
Property: Pursuant to the Drug-Free Workplace Act of 1988, members are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace. As further required under the Drug-Free Workplace Act, a member, as a condition of service with **MCCCDCD, Project Ayuda AmeriCorps Program**, must notify *Project Ayuda Program Coordinator* if she or he is convicted of any criminal drug statute violation occurring in the workplace no later than five days after the conviction.
2. **Alcoholic Beverages on MCCCDCD and affiliates/community partners, AmeriCorps Project Ayuda** Property: Consumption of alcoholic beverages on MCCCDCD property or their community partners/affiliates is prohibited.
3. **Drug and Alcohol Use Off MCCCDCD – Project Ayuda AmeriCorps Program**
Property: Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and excessive use of alcohol, that may adversely affect a member's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which Project Ayuda carries out its activities, is prohibited.
4. **Employee Assistance:** Assistance in dealing with drug and alcohol abuse is available through **PVCC's Project Ayuda, AmeriCorps Program or the PVCC Counseling Center**. MCCCDCD Student Insurance Program's health insurance also provides coverage of certain expenses associated with the treatment of drug and alcohol addiction.
5. **Disciplinary Action:** Failure to adhere to this policy may result in disciplinary action, including termination.