

2009-2010 DMACC Annual HR Compliance Information for Employees

Tobacco: Consistent with the Iowa Smoke-Free Act (H.F. 2212), the use of tobacco (including smokeless tobacco) is prohibited on all DMACC campuses and attendance facilities including all buildings, grounds, sidewalks and streets within the campus proper. Additional information can be found at: www.dmacc.edu/tobaccofree.

Campus Security: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Act requires institutions of higher education to produce and distribute an annual report containing crime statistics and statements of security policy. Statements of security policy can be found in the Student Handbook <http://go.dmacc.edu/handbook/pages/welcome.aspx> and DMACC's Annual Security Report can be found at <http://www.dmacc.edu/handbook/polprocedures/annualsecurityreport.pdf>.

Information about Campus Security including the process for reporting crimes and security information for each DMACC campus can be found at: <http://www.dmacc.edu/departments/physicalplant/security.asp>.

Additional information about DMACC's Emergency and Safety procedures can be found at: <http://www.dmacc.edu/safety>.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with regard to their educational records. DMACC's annual notification to students is available in the DMACC Student Handbook or on the web at <http://www.dmacc.edu/ferpa/>.

Direct Deposit: Effective 1/1/10, all new employees, adjuncts, and students will be required to have direct deposit as a **condition of their employment**. Employees may choose any financial organization of their choosing. Students may choose their own bank accounts or they may have their money deposited with Higher One – the DMACC One Card. **All temporary employees will be required to have direct deposit, effective 7/1/10.** Full time regular employees, hired before 1/1/10, who do not have direct deposit will be encouraged to make the switch to direct deposit. Employees can view their pay stubs online. Go to Employee > Pay Information > Pay Stub.

2009 W-2s will be electronic! Employees will receive their W-2 electronically unless they choose to have a paper W-2 sent to them. Employees can view their W-2 online using the Employee Web. To receive a paper W-2 form, log on to the Employee Web and go to Employee > Tax Forms > Electronic W-2 Consent. Unclick check box and click Submit.

Electronic Web Time Entry: All DMACC employees are required to use DMACC's Web Info System to enter time worked and/or leave usage. The system is also used for viewing pay stub and leave balance information. Employees may access the Web Info System from the DMACC website www.dmacc.edu by clicking **Login** located in the upper right hand corner of the page.

Web time entry instructions and payroll information are available at: <http://www.dmacc.edu/hr/pay.asp>.

Please Note: Your DMACC User Name, Password, ID Number and PIN provide access to your confidential information and should not be shared with anyone.

Sexual Harassment Training: DMACC on-line sexual harassment training is required for all DMACC employees. The electronic training, titled Prevention of Sexual Harassment and Discrimination, takes approximately 40 minutes to complete and is available through the internet at the following web address: <http://training.newmedialearning.com/psh/desmoinesacc/>. Notification of training completion is automatically sent to Human Resources. Questions can be directed to Carrie Haefner, Compliance Coordinator, at cahaefner@dmacc.edu or 515-964-6288.

Bloodborne Pathogens Exposure Control Plan: The plan has recently been updated and is available at the following website: <http://www.dmacc.edu/hr/bbpathogenplan.pdf>. Those who maintain paper copies of the plan in office or lab areas should be sure to use the updated version of the plan. Recommendations for future changes and/or improvements for the plan or related engineering controls should be communicated to Carrie Haefner, Compliance Coordinator, at 515-964-6288 or cahaefner@dmacc.edu.

Bloodborne Pathogens (BBP) training: BBP training is required annually for those in positions with exposure to bloodborne pathogens. Recorded BBP training is available at <mms://media.dmacc.edu/nursing/Sandra.wmv>. Questions about additional BBP training options can be directed to Carrie Haefner, Compliance Coordinator, at 515-964-6288 or cahaefner@dmacc.edu.

Policies and Procedures: Policies and procedures are available at the following web sites:

- **Board Policies:** <http://www.dmacc.edu/hr/policies.asp>
- **HR Procedures:** <http://www.dmacc.edu/hr/hrpp.asp>
- **Faculty Handbook:** <http://go.dmacc.edu/hr/facultyhandbook/Pages/welcome.aspx>
- **Student Handbook:** <http://www.dmacc.edu/handbook/>.
- **Technology Usage Policy (IT 6100):** [http://www.dmacc.edu/handbook/Technology Usage Policy.pdf](http://www.dmacc.edu/handbook/Technology%20Usage%20Policy.pdf)
- **Other DMACC Policies & Procedures:** <http://my.dmacc.edu/procs.aspx>

Alcohol/Tobacco/Substance Abuse Policy

Compliance with Drug-Free Schools and Campuses Act—EDGAR (34 CFR Part 86)

Des Moines Area Community College (DMACC) strives to provide an educational environment that promotes the health and safety of students, faculty and staff. Accordingly, DMACC complies with the Drug-Free Schools and Campuses Act (EDGAR Part 86).

1. Standards of Conduct

The College shall take appropriate action, to the extent possible, to provide a work environment free of drugs and other illegal substances. The manufacture, possession, use and/or distribution of illegal substances is forbidden on College property or at any College-sponsored activity. No employee or student may appear on College property if, as a result of the use of drugs or other illegal substances, he/she cannot adequately perform normal functions or if he/she impedes the normal operation of the College. This shall not prohibit proper use of legally prescribed medication.

Compliance with this policy shall be a condition of employment. Any workplace-related violation leading to conviction shall be reported to Human Resources. Prior to reinstatement of any employee so convicted, or as a condition of continuing employment, completion of a drug abuse assistance or rehabilitation program shall be required. Educational information on drug abuse shall be made available to employee and students.

Board Policy 2016, Drug-Free Workplace

The following conduct is prohibited:

- **Alcohol:** Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions except as authorized by College regulations or College authority (*Board Policy 2017, Use of Alcohol*).
- **Controlled Substances:** Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any narcotic drug, marijuana or other addictive, dangerous or controlled substance on College property or at College-sponsored functions. Drug paraphernalia is also prohibited. (*ES 4630, Student Conduct, Discipline and Appeals Procedure*)
- **Tobacco:** Consistent with the Smoke-Free Air Act (H.F. 2212) and the findings of the U.S. Surgeon General that the use of tobacco is a contributing factor to significant health hazards, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited on all DMACC campuses and attendance facilities. Additional information can be found at: www.dmac.edu/tobaccofree.

2. Health Risks

Common Drugs of Abuse/Use and Possible Effects

Drugs	Prescription Brands or Street Names	Psychological Dependence	Physical Dependence	Tolerance	Possible Effects	Overdose Effects	Withdrawal Syndrome
Stimulants							
Amphetamines	Benzedrine, Dexedrine, Uppers, Speed, Bennies	High	Possible	Yes	Increased alertness, excitation, euphoria, dilated pupils, increased pulse rate and blood pressure, insomnia, appetite loss.	Agitations, increase in body temperature, hallucinations, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Cocaine	Snow, Coke						
Nicotine	Tobacco products						
Caffeine	Coffee, Cola, Tea, Chocolate						
Depressants							
Barbituates	Phenobarbital, Seconal	High	High	Yes	Slurred speech, disorientation, drunken behavior.	Shallow respiration, clammy skin, dilated pupils, weak, rapid pulse, coma, possible death.	Anxiety, insomnia, tremors, delirium, convulsions, possible death.
Sedatives Hypnotics	Quaalude, Soper	High	High	Yes			
Tranquilizers	Librium, Valium, Equanil, Miltown	Moderate	Moderate	Yes			
Alcohol	Beer, Wine, Spirits	High	High	Yes			
Narcotics							
Opium	Paragoric (O)	High	High	Yes	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.	Slow, shallow breathing, clammy skin, convulsions, coma, possible death.	Watery eyes, runny nose, yawning, loss of appetite, sweating, cramps, nausea, irritability.
Morphine	(M), Hard Stuff	High	High	Yes			
Codeine	School Boy	Moderate	Moderate	Yes			
Heroin	H, Horse, Smack, Junk	High	High	Yes			
Hallucinogens							
Marijuana (Hashish)	Pot, Grass, Joint, Weed	Possible	No	Yes	Illusions and hallucinations, poor perception of time and distance, possible death.	Longer, more intense "trip" episodes, psychosis.	
LSD	Acid, Microdot	Possible	No	Yes			
PCP	Hog, Angel Dust	Possible	No	Yes			
Psilocybin (Mushrooms)	Magic Mushrooms, Shrooms	Possible	No	Possible			

3. Possible Legal Sanctions and Penalties

Iowa Alcohol Related Laws

- **Underage possession/purchase/consumption:** 1st offense—simple misdemeanor \$100.00 fine; 2nd offense—simple misdemeanor \$500.00 fine + loss of driving privileges not to exceed one year or substance abuse evaluation; Subsequent violations—simple misdemeanor \$500.00 fine + loss of driving privileges not to exceed one year.
- **OWI:** 1st offense 48 hours jail/ \$1,000 fine; 2nd offense 7 days jail/\$1,500 fine; 3rd offense 30 days jail or commitment to prison (5 years maximum)/\$2,500 fine.

More information about the legal penalties can be found at the following website:

http://www.iowaabd.com/alcohol/features/alcohol_laws

Federal and State Drug Penalties

Drugs	Quantity*	1 st Offense	2 nd Offense	Quantity**	1 st Offense	2 nd Offense
Methamphetamine	5-49 grams pure 50-499 grams mixture	Not less than 5 yrs. Not more than 40 yrs. If death or serious injury, not less than 20 yrs. Not more than life.	Not less than 10 yrs. Not more than life. If death or serious injury, not less than life.	50 gms or more or 500 gms or more mixture 5 kg or more mixture 50 gms or more mixture 1 kg or more mixture	Not less than 10 yrs. Not more than life. If death or serious injury, not less than 20 yrs. Not more than life.	Not less than 20 yrs. Not more than life. If death or serious injury, not less than life.
Cocaine	500-4999 gms mixture 5-49 gms mixture					
Heroin	100-999 gms	Fine of not more than \$2 mil individual.	Fine of not more than \$4 million individual	100 gms or more or 1 kg or more mixture 100 gms or more or 1 kg or more mixture	Fine of not more than \$4 Mil individual	Fine of not more than \$8 Mil individual
LSD	1-10 gms					
PCP	10-99 pure or 100-999 gms mixture					
Marijuana (Hashish)	Less than 50 kg. 1-49 plants	Up to 5 years Fine up to \$1 Mil	Up to 10 yrs. Fine up to \$2 Mil	50-99 kg 50-99 plants	Up to 20 yrs. Fine up to \$2 Mil	Up to 30 yrs. Fine up to \$10 Mil
	100-999 kgs. or 100-999 plants	5-40 years Fine up to \$5 Mil.	10 yrs to life. Fine up to \$10 mil.	1,000 kg or more 1,000 or more plants	10 yrs to life. Fine up to \$10 mil.	20 yrs to life. Fine up to \$20 mil.

<http://www.usdoj.gov/dea/agency/penalties.htm>

*State penalty: 25 years and \$5,000 to \$100,000 fine.

** State penalty: 50 years and not more than \$1,000,000 fine.

Additional information about Federal Drug Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

4. Substance Abuse Resources

DMACC counselors provide education and prevention programming and are available on a confidential basis to assist students with substance abuse assessment, evaluation and referrals for treatment. Additional information can be found at:

<http://www.dmacc.edu/Counseling/substanceabuse.asp> **Contact information for community resources can be found at:**
<http://www.dmacc.edu/Counseling/resourceguide.pdf>.

Faculty and staff can access substance abuse resources and services through the Employee Assistance Program (EAP) provided by Employee and Family Resources, 515.244.6090 or 1.800.327.4692 or www.efr.org/eap. Questions can be directed to DMACC Human Resources, Benefits Coordinator at 515.964.6258.

5. Disciplinary Sanctions

- The unlawful possession, use, distribution or misuse of illicit drugs or alcohol by students may result in sanctions including suspension from DMACC. More information about the DMACC Student Conduct Code and possible sanctions can be found at: www.dmacc.edu/studentconduct/.
- The unlawful possession, use, distribution or misuse of illicit drugs or alcohol by DMACC employees may result in discipline up to and including dismissal. More information about the DMACC employee discipline and discharge procedure can be found at: <http://www.dmacc.edu/hr/hrpp/hr3235.pdf>.

DMACC Drug-Free Schools and Campuses information is also available on the DMACC Safety web site at:

<http://www.dmacc.edu/safety/>.