

## **EMPLOYEE SUBSTANCE ABUSE**

### **General - All Employees**

The Superintendent shall establish a drug-free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Board.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to nonrenewal, suspension, or termination at the discretion of the Board of Education.

For the purposes of this policy "worksite" shall include any school building, or any school premises and any school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Illegal gambling is not permitted in the school worksite.

Smoking by employees in school buildings is prohibited.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to nonrenewal, suspension, or termination at the discretion of the board.

### **Work Performance in Connection with a Federal Grant**

In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in school worksites as a result of federal grant moneys shall in addition to complying with requirements of the programs shall also be in strict compliance with this policy.



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The Board of Education directs the Superintendent to notify all employees whose work performance is done in connection with a federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the district must notify the federal grant program of such conviction within 10 days of receipt of said conviction.

**Source:** Regular Board Meeting

**Date:** April 1, 1996

|                          |                                          |                                                                                                                             |
|--------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Legal References:</b> | <u>N.J.S.A.</u> 2C:33-16                 | Alcoholic beverages; bringing or possession on school property by person of legal age; penalty                              |
|                          | <u>N.J.S.A.</u> 2C:35                    | Controlled dangerous substances                                                                                             |
|                          | <u>N.J.S.A.</u> 18A:11-1                 | General mandatory powers and duties                                                                                         |
|                          | <u>N.J.S.A.</u> 18A:27-4                 | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder                     |
|                          | <u>N.J.S.A.</u> 18A:36-32                | Cigarette coin-operated vending machines; operation, installation or maintenance on property used for school purposes; fine |
|                          | <u>N.J.S.A.</u> 18A:54-20                | Powers of board (county vocational schools)                                                                                 |
|                          | <u>N.J.S.A.</u> 24:21-19                 | Prohibited acts A -- Manufacturing, distributing, or dispensing -- Penalties                                                |
|                          | <u>N.J.S.A.</u> 24:21-20                 | Prohibited acts B. -- Possession, use or being under influence -- Penalties                                                 |
|                          | <u>N.J.S.A.</u> 26:3D-15 through -21     | Legislative findings and declarations . . . (smoking in educational institutions)                                           |
|                          | <u>N.J.A.C.</u> 6:29-1.3                 | Policies and procedures                                                                                                     |
|                          | <u>See particularly:</u>                 |                                                                                                                             |
|                          | <u>N.J.A.C.</u>                          | 6:29-1.3(a)8                                                                                                                |
|                          | <u>N.J.A.C.</u> 6:29-10.1 <u>et seq.</u> | Safe and drug free schools                                                                                                  |
|                          | <u>See particularly:</u>                 |                                                                                                                             |
|                          | <u>N.J.A.C.</u>                          | 6:29-10.4, -10.5, -10.6                                                                                                     |

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Owner-Operator Indep. Drivers Assoc., Inc. v. Pena,  
No. 93-1427, November 1, 1993, U.S.D.C. Dist of Columbia

New Jersey Constitution, Art. IV § VII, par. 2

Anti-Drug Abuse Act of 1988

Drug-Free Workplace Act of 1988

34 CFR Part 85.100, Governmentwide Debarment and  
Suspension (nonprocurement) and Governmentwide  
Requirements for Drug-Free Workplace (Grants)

49 U.S.C. § 2717 et seq. - Omnibus Transportation Employee  
Testing Act of 1991

49 C.F.R. Part 40 - Procedures for Transportation Workplace  
Drug and Alcohol Testing Programs

49 C.F.R. Part 382 - Controlled Substance and Alcohol Use and  
Testing

49 C.F.R. Part 391 - Qualification of drivers

P.L. 103-227, GOALS 2000: Educate America Act (Pro Children  
Act of 1994)

Attorney General's Executive Directive No. 1988-1

Possible

Cross References:

|            |                                           |
|------------|-------------------------------------------|
| *1330      | Use of school facilities                  |
| *1410      | Local units                               |
| *3220/3230 | State funds; federal funds                |
| *3515      | Smoking prohibition                       |
| *3541.33   | Transportation safety                     |
| *4219.23   | Employee substance abuse                  |
| *4212.6    | Personnel records                         |
| 4217.50    | Standards for staff discipline            |
| *5131.6    | Drugs, alcohol, tobacco (substance abuse) |

\*Indicates policy is included in the Critical Policy Reference Manual.