

Drug-Free Workplace

It is the intent of the Board of Education to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. Employees are required, as a condition of employment, to abide by this policy document and to report any criminal convictions for drug-related activity in the workplace. Employees must notify the personnel department no later than five days after a conviction.

- I. **DRUG-FREE AWARENESS PROGRAM:** The Wallingford Board of Education shall establish and maintain a drug-free awareness program to (a) warn employees about the dangers of alcohol and drug abuse, (b) inform them of its policy against on-the-job alcohol and drug use, (c) warn them of the actions it will take against violators, and (d) make them aware of any alcohol and drug counseling that is available. Employees shall be given a copy of this policy statement.
- II. **EMPLOYEE ASSISTANCE:** The Board maintains an Employee Assistance Program (EAP) which is strictly confidential and available to all employees and members of their immediate families for drug counseling and/or drug rehabilitation.
- III. **DISCIPLINE FOR VIOLATIONS:** The Board will impose discipline for violation of this policy in those instances where appropriate. This may include, but not be limited to, instances where an employee refuses to participate in an assistance or rehabilitation program or where offenses are repeated.
- IV. **CRIMINAL CONVICTIONS:** Employees, as a condition of employment, must report any criminal convictions for drug-related activity in the workplace. Employees must notify the personnel department no later than five days after a conviction. The Board will notify its federal granting agency within ten days after receiving notice of an employee's conviction.

Legal References: Drug-Free Workplace Act of 1988 (Public Law 100-690)

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