6046

ALCOHOL AND DRUG-FREE WORKPLACE

MARCH 17, 2008

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A. PURPOSE

1. The Carbon Lehigh Intermediate Unit is committed to providing an alcohol and drug-free work environment for all employees. The Carbon Lehigh Intermediate Unit will comply with the Drug-Free Workplace Act of 1988, Pennsylvania Act 191 of 1988, the Drug-Free Schools and Communities Act of 1989, and the Controlled Substance, Drug, Device, and Cosmetic Act.

B. GUIDELINES

1. The manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol in the workplace is prohibited. As part of the disciplinary procedure, an employee will be referred for prosecution to the appropriate law enforcement authorities. If an employee is convicted of a violation of a drug-related statue for a violation occurring in the workplace, he/she must inform the Human Resources Director within five (5) calendar days.

2. Any employee convicted of delivery or possession of a controlled substance with intent to deliver will be terminated from his/her employment with the Carbon Lehigh Intermediate Unit. The termination will occur within thirty (30) calendar days of the conviction.

3. In the absence of sanctions specified by law, Carbon Lehigh Intermediate Unit reserves the right to take appropriate disciplinary action up to and including termination against any employee found to be engaged in the use of alcohol or a controlled substance in the workplace.

4. Information on the dangers of alcohol and drug abuse will be disseminated to Carbon Lehigh Intermediate Unit employees on a regular basis. In addition, community resource information on where employees with substance abuse problems can seek help will also be made available to all Carbon Lehigh Intermediate Unit employees annually.