

# **3020**

## **ALCOHOL AND DRUG-FREE WORK PLACE**

DATE ADOPTED – APRIL 15, 2002

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### **3020 ALCOHOL AND DRUG-FREE WORK PLACE**

#### **A. PURPOSE**

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 (PL 100-690); Pennsylvania Act 191 of 1988; the Drug-Free Schools and Communities Act of 1989 (PL 101-226); and the Controlled Substance, Drug, Device, and Cosmetic Act (PL 233).

#### **B. GUIDELINES**

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. Employees who violate this rule will be subject to immediate termination or to discipline up to and including immediate termination and referral for prosecution.

It is a condition of employment that employees abide by the provisions of this policy and notify the Executive Director of any criminal dry statute conviction for a violation occurring in the workplace within five (5) days after the conviction.

Employees so convicted will face discipline up to and including termination within thirty (30) days of the Intermediate Unit receiving notice of the conviction.

The Intermediate Unit will notify any federal grant or contracting agency of the employee's conviction within ten (10) days after receiving notice from the employee of his/her conviction.

In the absence of sanctions specified by law, the CLIU reserves the right to take 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 based on facts the CLIU deem credible.

Information on the dangers of alcohol and drug abuse will be disseminated to CLIU 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 employee.

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32 A copy of this policy will be circulated to CLIU Professional Employees engaged in the  
33 performance of a federal grant or contract.