

**346**

**ALCOHOL AND DRUG-FREE WORKPLACE**  
BOARD ADOPTED JUNE 16, 2014

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**346. ALCOHOL AND DRUG-FREE WORKPLACE**

**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).

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 statute for a violation occurring in the workplace, s/he must inform the Personnel Director within five (5) days.

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) days of the conviction.

In the absence of sanctions specified by law, CLIU reserves the right to take appropriate disciplinary action against any employee found to be engaged in the use of alcohol or a controlled substance in the workplace. This action may include counseling, participation in a rehabilitation program, oral or written reprimands, written warnings, probation, suspension, or termination.

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 all CLIU employees annually.