

EMPLOYEE SUBSTANCE ABUSE

There shall be no smoking in district buildings or on school grounds.

Employee use of alcoholic beverages on school property or when in official charge of pupils off school premises is prohibited.

Illegal possession, use, or sale of controlled dangerous substances, on or in school property or when in official charge of pupils off school premises, is prohibited. Any violation may subject an employee to disciplinary action including dismissal and prosecution.

Illegal gambling is not permitted in or on school property.

These rules also apply during working hours for employees whose assignments require them to work outside school work locations.

Drug and Alcohol Testing

The Medford Lakes School District is committed to the establishment of a drug and alcohol misuse prevention program among school bus drivers that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by employees performing safety-sensitive functions.

A. In addition to all prohibitions in the first sections of this policy, all employees with commercial drivers' licenses shall be prohibited from:

B. The use of any controlled substance on or off duty, unless a written prescription from a licensed doctor or osteopath is provided along with a written statement from the doctor or osteopath that the substance does not adversely affect the employee's ability to safely operate a motor vehicle or perform other safety-sensitive functions;

C. The misuse of alcohol that could affect performance on the job including use on the job, use during the four hours before performing a safety-sensitive function, having prohibited concentrations of alcohol in their systems while performing a safety-sensitive function and use during eight hours following an accident.

"Controlled substance" in this policy refers to those covered by the Omnibus Act, including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

All covered applicants and employees shall be subjected to pre-employment or pre-duty, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment testing shall be administered to an applicant offered a position in the district prior to the first time the employee performs any safety-sensitive function for the district. An applicant who tests positive will not be hired for any safety-sensitive position.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related

functions which includes just before or just after the employee performs the safety-related function. Controlled substances testing may be performed at anytime while the employee is at work.

An employee covered by the federal regulations may not refuse to take a required test. Consequences for an employee's refusal shall be the same as for a positive result of the test.

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with the federal regulations. Before an employee is reinstated, if at all, the employee shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

The board retains the authority consistent with federal law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affects the employee's qualifications for and performance of the job.

The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable state law, board policies and negotiated agreements.

The district shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the employee's consent, the district may obtain any of the information concerning drug and alcohol testing from the employee's previous employer. An employee shall be entitled upon written request to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.

Records shall be made available to a subsequent employer upon receipt of a written request from an employee, and only on the expressly authorized terms of the employee.

The chief school administrator shall ensure that supervisors receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations.

Transportation contracts approved by the board shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations and this policy and will actively enforce the regulations of this policy as well as federal requirements.

Date: Reviewed: April 10, 2013
Adopted: June 12, 2013

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Smoking; Drinking; Drugs; Smoking Prohibition; Employee Smoking, Drinking, Use of Drugs on School Premises; Drug Testing; Alcohol Testing

<input type="checkbox"/>	Monitored
<input checked="" type="checkbox"/>	Mandated
<input checked="" type="checkbox"/>	Other Reasons

Legal References

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Mandated:

N.J.A.C. 6A:26-12.2(a) 4 requires policy and procedures prohibiting smoking in district buildings.

Federal regulations require policy and procedures on drug and alcohol testing for holders of commercial drivers' licenses in safety sensitive positions (school bus drivers).

Other Reasons:

N.J.S.A. 26:3D-58 prohibits smoking in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors.

Recommendation:

A policy prohibiting smoking in district buildings and grounds.

The board should also make clear that the use of alcohol on school premises during the school day or when in charge of pupils is against board policy, and that the use or sale of drugs is against the law. Illegal gambling should also be prohibited.

Federal regulations on drug and alcohol testing for holders of commercial drivers' licenses are extensive and detailed. Policy should identify who is covered; the different kinds of tests for alcohol and drugs; possible sanctions; record keeping; and assurances that the board is committed to the federal requirements. regulations must also be reviewed and adopted by the board. Consult other policies and negotiated agreements to maintain consistency and prevent conflict. These regulations supersede all inconsistent state and federal laws. If the board contracts for transportation services, it must obtain assurances from the contractor that all testing requirements will be met.

The board may or may not want to include language on testing in policy 4119.23 as well as here, depending on whether it expects to extend coverage of the regulations to any members of the professional staff.

NOTE: In May 1995, the Federal Highway Administration suspended indefinitely the pre-employment alcohol testing rule. This was in response to a decision in the Fourth Circuit Court of Appeals that consuming alcohol before applying for a job usually is not illegal. The district may continue to require pre-employment alcohol testing, but cannot use federal regulations as a justification.

<u>Legal References:</u>	<u>N.J.S.A. 2C:33-16</u>	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
	<u>N.J.S.A. 2C:35-1 et seq.</u>	Comprehensive Drug Reform Act 1987
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
	<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.;

<u>N.J.S.A.</u> 18A:36-32	employment thereunder 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> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act
<u>N.J.A.C.</u> 6A:16-6.3	Reporting students or staff members to law enforcement authorities
<u>N.J.A.C.</u> 6A:16-6.5	Confidentiality of student or staff member involvement in substance abuse intervention and treatment programs
<u>N.J.A.C.</u> 6A:26-12.2(a)4	Policies and procedures for school facility operation

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)

42 U.S.C.A. § 31306 et seq. - Alcohol and Controlled Substances Testing

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement
Officials

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

Cross References:

*1330	Use of school facilities
*1410	Local units
*3220/3230	State funds; federal funds
*3515	Smoking prohibition
*3541.33	Transportation safety
*4119.23	Employee substance abuse
*4212.4	Employee health
*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.