

JACKSONVILLE CITY SCHOOLS

DRUG-FREE WORKPLACE REGULATIONS

AN INFORMATIONAL BROCHURE FOR EMPLOYEES OF THE JACKSONVILLE CITY BOARD OF EDUCATION

A MESSAGE FROM THE SUPERINTENDENT

We all agree that drug use on the job is a growing concern in our society. The use of drugs threatens our basic right to a safe, efficient and productive workplace. No demographic group is immune to the diseases of alcoholism or drug dependence.

In no other profession is the expectation of a drug-free workplace so strong as in the education family. The public has entrusted us with the lives and destinies of our state's greatest natural resource- our young people. We must never do anything to jeopardize this public confidence and trust.

The success of the Jacksonville City Board of Education depends upon the people who work here; therefore, drug use in the workplace will not be tolerated. On-the-job use is specifically prohibited by the policies of the Jacksonville City Board of Education and is an offence for which termination of employment is appropriate for the first violation.

FEDERAL LAW AND BOARD POLICY DEMANDS A DRUG FREE WORKPLACE

This brochure is provided to all employees in an effort to promote an awareness of drug-free workplace legislation and Jacksonville City Board of Education regulations dealing with a drug-free workplace.

All aspects of American life are affected by the drug problem. It threatens not only the home, the school, and the community, but the workplace as well.

**Mountain View Hospital
3001 Scenic Drive, Gadsden
1-800-245-3645**

**Pathways Psychiatric Alcohol & Drug Center
Northeast Alabama Medical Center, Anniston
235-5564**

JACKSONVILLE CITY BOARD OF EDUCATION'S DRUG-FREE WORKPLACE POLICY STATEMENT

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of employees and the public at large, and may cause damage to Board property. Therefore, it is the policy of the Jacksonville City Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment. The specifics of this policy are as follows:

1. The term “controlled substance” means any drug listed in 2, U.S.C. 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to: heroin, marijuana, cocaine (including “crack”), and PCP. They also include “legal drugs” which are not prescribed by a licensed physician.
2. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the Superintendent within five (5) days after he or she is convicted for a violation of any Federal or State criminal drug statute where such violation occurred on Board premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
3. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she, will be subject to disciplinary action, including termination or employment. Alternatively, the Board may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution.
4. The Superintendent must notify the Alabama Department of Education within ten (10) days after receiving actual notice of such a conviction.
5. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.
6. Jacksonville City Board of Education does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on Board premises will be subject to disciplinary action, including termination of employment.

Remember: Drug use in the workplace is expensive; it could cost you your job!

Obviously drug use by members of the American workforce is significant, and such use carries with it the risk of drug dependence and a host of problems related to decreased job performance and proficiency.

While estimates of the direct costs of drug abuse to business have been difficult to obtain, studies suggest that the overall impact of drug abuse on society is substantial. Estimates are that the decreased worker productivity and increased accidents due to alcohol and drug use cost more than \$100 billion annually. One Alabama Company reported a loss of \$7.5 million in 1987 due to employees’ drug and alcohol problems. The cost of drug abuse in the workplace includes not only lost production but also costs related to absenteeism, accidents, health care, and loss of trained personnel, theft, and prevention/treatment/deterrence programs.

We must take a firm stance against illicit drug use. The use of drugs – including alcohol – in the workplace is unacceptable, since it can adversely affect health, safety, and productivity, as well as public confidence and trust. Drug use in the workplace interferes with the ability of workers to meet satisfactorily the requirements of their jobs. It reduces the employees’ dependability, efficiency, and safe performance of job responsibilities and can negatively affect an entire organization.

THE DRUG-FREE WORKPLACE ACT OF 1988

The Drug-Free Workplace Act of 1988, signed by former President Ronald Reagan on November 18, 1988 is a part of Public Law 100-690, which is designed to deal comprehensively with the nation’s problem of drug abuse. The Act, which became effective March 18, 1989, requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract of grant from a federal agency. The penalty to the Board for noncompliance can be as severe as the loss of federal grants for a period of five (5) years. The requirements of this Act affect the Jacksonville

City Board of Education in that the Board is a federal grantee receiving direct funds for programs such as ESEA, IDEA, Carl Perkins, and others.

The Drug-Free Workplace Act of 1988 requires the Jacksonville City Board of Education (Grantee) to do the following:

- Publish a policy statement.
- Communicate this policy to its employees.
- Establish a drug-free awareness program.
- Notify the federal granting agency of any employee's conviction for any drug-related violation on the Board's premises.
- Impose a sanction on any convicted employee.
- Make a good faith effort to continue to maintain a drug-free workplace.

This Act covers only on-the-job drug use.

This Act does not require testing of employees.

EMPLOYEE ASSISTANCE PROGRAM

The Employees Assistance Program (EAP) is a system for motivating and helping employees who have personal problems. The EAP is concerned with problems that adversely affect job performance and quality of life. Consultation, referrals for counseling or treatment, and personal assessment are among the services offered.

Referral for services can take one of two courses: (1) employees can make a self-referral or (2) employees can be referred by the Board. All referrals to the EAP are confidential.

Currently, Jacksonville City Board of Education employees can receive assistance by contacting any of the following agencies:

Awakenings Recovery Program

Citizen's Hospital

Talladega: Phone: 362-8800

Calhoun County Mental Health Center

331 East 8th Street, Aniston

236-3403

Jacksonville City Board of Education
Drug-Free Workplace Policy Statement

Dr. Jon Paul Campbell
Superintendent

The Jacksonville City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Jon Paul Campbell, 123 College St., SW, Jacksonville, AL 36265.
(256) 782-5682.

November 2010

Jacksonville City Schools

ACKNOWLEDGEMENT OF

Jacksonville City Board of Education Policy Information on
The Drug-Free Workplace Act of 1988 (P.L. 100-690)
Effective March 18, 1989

To The Employee:

This acknowledgement must be completed, signed, and returned to your immediate supervisor.

I, _____, an employee of the Jacksonville City Board of Education, hereby certify that I have received a copy of this Board's policy statement regarding the maintenance of a drug-free workplace. I realize that the manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this Board's premises and violation of this policy can subject me to disciplinary action, including termination of employment. I realize that as a condition of employment by the Board, a federal grantee, I must abide by the terms of this policy and will notify the Superintendent of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I understand that on-the-job drug use is specifically prohibited by the policies of the Jacksonville City Board of Education and that the penalties may include termination of employment.

Signature

Date