

Essex County College College Regulation

REG 4-17 DRUG-FREE WORKPLACE POLICY

Purpose:

To maintain a drug-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1998 and any subsequent amendments.

Definition(s):

Controlled Substances: Illegal drugs or substances, that include narcotics, hallucinogens, depressants, stimulants and other drugs whose use, possession, or transfer are restricted or prohibited by law.

Application:

Essex County College prohibits the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances on College premises or work sites. The College shall take whatever measures deemed appropriate and necessary to maintain a drug free workplace.

1. EDUCATIONAL COMPONENT

The Student/Employee Assistance Program (S/EAP) designated personnel shall provide periodic information to faculty, staff and student employees regarding the College's DRUG FREE WORKPLACE POLICY, the dangers of drug abuse in the workplace, the availability of drug counseling and rehabilitation referrals, and employee penalties for violations of the policy.

2. PREVENTIVE COMPONENT

The College's S/EAP shall, to the extent feasible, provide the workforce continuing awareness programs concerning the harmful effects of drug and alcohol abuse.

3. MANAGEMENT COMPONENT

(a) Employees shall be provided with the College's DRUG FREE WORKPLACE POLICY detailing penalties for violations thereof; the dangers of drug abuse in the workplace and the availability of counseling and employee assistance for employees in need of such help.

(b) Employees shall be advised that, as a condition of employment:

- i. They must abide by the terms of the policy.
- ii. That if convicted of any criminal drug statute violation under federal, state or local law, which who accepts a plea to a lesser offense or who pleads guilty, or nolo contendere (i.e., no contest) to such charges must inform the college in writing within five (5) days of the conviction or plea. Failure to do so shall result in disciplinary action, including termination from employment for a first offense.
- iii. That any grant supported employee conviction shall be reported to the applicable funding agency, if required by the grant or agency, within ten (10) days of receiving such notice of conviction.

(c) Any employee who violates this regulation shall be subject to disciplinary action including but not

limited to suspension, satisfactory completion of a drug abuse assistance or rehabilitation program, or discharge.

Responsible Official(s):

**Reference: U.S.C. SEC. 701 et seq.
N.J.S.A. 18A:64A-12(o)**

**Regulation History: App. 11/95,
Rev. 10/01, 12/10, 3/17**

Attachment(s):