

Questions respecting EAP and its related services may be directed to:

Substance Abuse Coordinator
Telephone: (973) 877-3129 / 1124
Room 2104

Human Resources Director
Telephone: (973) 877-3085
Room 5112

or your Supervisor

All contact with EAP is strictly confidential.

Regulation 4-24

Essex County College Regulations Manual



ESSEX COUNTY COLLEGE

Main Campus

303 University Ave - Newark, NJ 07102

West Essex Campus

730 Bloomfield Ave - West Caldwell, NJ 07006

Police Academy

250 Grove Ave - Cedar Grove, NJ 07009

Human Resources Department



An Equal Opportunity/Affirmative Action Employer

It is the policy of Essex County College to maintain a work place that is free from the effects of drug and alcohol abuse. Specifically, this policy applies to any location at which the College's business is conducted -- Main Campus, West Essex Campus, Police Academy, or any other site. **The Drug-Free Workplace Policy means that employees are prohibited from:**

- **unlawful possession**
- **use**
- **dispensation**
- **distribution**
- **manufacture**

of controlled substances on College premises or work sites.

The following is a partial list of controlled substances prohibited in the workplace and some of the associated health risks:

- **Narcotics**
heroin, morphine, etc.
depression, infections, overdose
- **Cannabis**
marijuana, hashish, etc.
short term memory loss,
time distortion, lung damage
- **Stimulants**
cocaine, amphetamines, crack, etc.
abnormal blood pressure, nervousness, insomnia
- **Depressants**
downers, barbiturates, etc.
confusion, dependence, coma
- **Hallucinogens**
PCP, LSD, etc.
panic attacks, flashbacks
- **Alcohol**
wine, liquor, beer, etc.
accidents, blackouts

Any employee caught violating this policy is subject to discipline (up to and including termination) for the offense.

WORKPLACE VIOLATION

Any employee convicted of violating a criminal drug statute **must** inform the Human Resources Department of such conviction within five (5) days of the conviction.

Failure to so inform the College subjects the employee, upon discovery, to disciplinary action, **up to and including termination**, for the offense.

Essex County College must notify, as applicable, any federal contracting agency within ten (10) days of such conviction, if the employee works in a grant funded program.

REHABILITATIVE / EDUCATIONAL ASSISTANCE

To assist employees in overcoming drug-abuse problems, the following rehabilitative/education help is offered by the College:

I. Employee Assistance Program (EAP):

EAP provides comprehensive services designed to assist drug abusers, whether members of the college community or related family members. Information, screening, treatment referral, intervention, case management through and up to recovery, training, counseling, prevention and other modalities are available.

II. Treatment:

Participation in an approved rehabilitation or drug treatment program may be sanctioned. If such arrangement is provided, the employee **must** satisfactorily complete the program as a condition of continued employment.

III. Training:

Training to assist supervisory personnel in identifying and addressing illegal drug use by employees is provided by the College. If you would like the Human Resources Department to customize a training program for your area or department, please contact us.

AS A CONDITION OF CONTINUED EMPLOYMENT, ALL EMPLOYEES MUST ABIDE BY THIS POLICY.