

## **4020**

### **ALCOHOL AND DRUG-FREE WORKPLACE**

BOARD ADOPTED APRIL 30, 2025

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#### **4020 ALCOHOL AND DRUG-FREE WORK PLACE**

##### **A. PURPOSE**

1. 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); the Drug-Free Schools and Communities Act of 1989 (PL 101-226); the Controlled Substance, Drug, Device, and Cosmetic Act (PL 233), and other applicable law(s).

##### **B. GUIDELINES**

1. 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. Employees who violate this rule will be subject to discipline up to and including recommendation for immediate termination to the CLIU Board and referral for prosecution.
2. It is a condition of employment that employees abide by the provisions of this policy and notify the Executive Director of any alcohol or drug-related conviction for a violation occurring in the workplace within five (5) days after the conviction.
3. In circumstances governed by the Drug-Free Workplace Act of 1988, employees so convicted will face discipline up to and including recommendation for termination to the CLIU Board within thirty (30) days of the Intermediate Unit receiving notice of the conviction.
4. The Intermediate Unit will notify any federal grant or contracting agency of the employee's conviction within ten (10) days after receiving notice from the employee of the conviction.
5. In the absence of sanctions specified by law, the CLIU reserves the right to take disciplinary action up to and including recommendation for termination to the CLIU Board against any employee found to be engaged in the use of alcohol or a controlled substance in the workplace based on the facts the CLIU deems credible.
6. 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 CLIU employees.
7. A copy of this policy will be circulated to CLIU Support Staff engaged in the performance of a federal grant or contract.