

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: August 17, 2006

REVISED: June 19, 2025

351. DRUG AND SUBSTANCE ABUSE	
1. Purpose	The Joint Operating Committee recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community and is concerned about the problems that may be caused by drug use by employees, especially as the use relates to an employee's safety, efficiency and productivity.
P.L. 100-690	The primary purpose and justification for any action, by the school will be for the protection of the health, safety and welfare of students, staff and school property.
2. Definitions	Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.
35 P.S. Sec. 780-101 et seq	
P.L. 100-690	Conviction - a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.
	Criminal Drug Statute - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
	Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
3. Authority	The Joint Operating Committee requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
SC 527	An employee charged with delivery of or possession of a controlled substance with the intent to deliver may be suspended until a verdict is reached.
	An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the school.

4. Delegation of Responsibility P.L. 101-226 Sec. 5115	A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Administrative Director and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination, and referral for prosecution. Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction. The school shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee. The school shall take appropriate personnel action against such an employee, up to and including termination, and may require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. In establishing a drug-free awareness program, the Administrative Director shall inform employees about: 1. Dangers of drug abuse in the workplace. 2. School's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs. 4. Penalties that may be imposed for drug abuse violations occurring in the workplace. The school shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.
School Code 527	
35 P.S. Sec. 780-101 et seq	
P.L. 100-690 P.L. 101-226 Sec. 5115	