



**OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS**

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July 21, 2025

TO: All Principals
All Department Heads

FROM: Romaneir Johnson, 
Chief Financial Officer

Dr. Angela R. Fulton 
Deputy Superintendent

VIA: Dr. Howard Hepburn 
Superintendent of Schools

SUBJECT: **DRUG-FREE WORKPLACE**

The District provides all employees with annual information regarding **School Board Policy 2400: Drug-Free Workplace**. In compliance with the Federal Drug-Free Workplace Act of 1988, Florida Statute 112.0455 (Drug-Free Workplace Act), and School Board Policy 2400, the following rules apply to all Broward County Public School locations and school activities:

- The **unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, including alcohol, is strictly prohibited.**
- Employees are prohibited from reporting to work or being on duty while **under the influence of alcohol or controlled substances.**

Self-Reporting Requirement

All employees must **self-report in writing** to the Broward County Public Schools Police within **forty-eight (48) hours** of any arrests, citations, or charges related to the sale or possession of a controlled substance, per **School Board Policy 2405**.

- Such reports are **not an admission of guilt** and **cannot be used as evidence** in any civil, criminal, administrative, or judicial proceeding.
- Employees who violate School Board Policy 2400 will be referred for disciplinary action.

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Drug and Alcohol Testing for CDL Holders

Employees required by their job description to hold a **Commercial Driver's License (CDL)** must submit to drug and/or alcohol testing under these conditions:

- Pre-employment
- Random
- Post-accident
- Follow-up
- Return-to-duty
- Reasonable suspicion

The District includes a notice about drug and alcohol testing on vacancy announcements for positions requiring a CDL.

Drug and Alcohol Testing for Armed Guardians

Employees required by their job description as an Armed Guardian must submit to drug and/or alcohol testing under these conditions:

- Pre-employment
- Random

Testing Procedures

- All Department of Transportation (DOT) return-to-duty and follow-up drug tests are conducted **under direct observation** as required by DOT Rule 49 CFR 40.67(b).
- All testing adheres to **DOT federal regulations**.

If prescription or non-prescription medications cause a positive drug test, a **Medical Review Officer** from the District's Third-Party Administrator will interview the employee. Common medications such as Tylenol with Codeine, Vicks Inhaler, or hemp-based products may trigger a positive test result.

Consequences of Non-Compliance

- Any employee who **refuses to submit to testing** or fails to report for a scheduled drug/alcohol test will be recommended for **termination of employment**.
- Specimens reported as diluted require a **re-test**.
- Test results and records are kept confidential by the Risk Management Department.



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Support Services

The District offers **drug and alcohol counseling** through the **Employee Assistance Program (EAP)**. Employees needing assistance should call **754-322-9900**.

- Employees who voluntarily self-report alcohol or drug dependence (not related to a criminal arrest) will be referred to EAP for support.

Additional Information

Further details are available on the District's **Risk Management website** under Employee Health Testing.

Please share this information with all employees and post it in a common area accessible to staff who do not have daily computer access.

If you have any questions, please contact Aston A. Henry, Jr., Director, at 754-321-1900 or aston.henry@browardschools.com.

HH/ARF/RJ/AAH:tc

c: School Board Members
Cabinet