Director Procedure Number: DP302
Title: Drug-Free Workplace
Section: Personnel – All Employees - Welfare

Drug-Free Workplace

1. Covered Workers

Any individual who conducts business for EASTERN, is applying for a position or is conducting business on EASTERN's property is covered by our drug-free workplace policy.

This policy includes, but is not limited to Administrators, Professional Staff, Classified Staff, full-time employees, part-time employees, off-site employees, volunteers and interns.

2. Applicability

This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for EASTERN. Therefore, this policy applies during all working hours and whenever conducting business or representing the organization.

3. Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants, except as required for educational purposes with appropriate safeguards.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, students, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

4. Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within 72 hours of the conviction.

5. Drug and/or Alcohol Testing

As a condition of employment, an employee will be required to participate in drug and/or alcohol testing provided a reasonable suspicion can be established.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene.

Testing for the presence of alcohol will be conducted by analysis of blood.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any worker who tests positive will be immediately removed from duty, suspended without pay pending the outcome of Joint Committee determination, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement. A worker will be terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

6. Assistance

EASTERN recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

a) Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
b) Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

7. Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

8. Delegation of Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

a) Support fellow workers in seeking help.
b) Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

a) Inform employees of the drug-free workplace policy.
b) Observe employee performance.
c) Investigate reports of dangerous practices.

d) Document negative changes and problems in performance.
e) Counsel employees as to expected performance improvement.
f) Clearly state consequences of policy violations.

9. Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

a) All employees will receive a written copy of the policy.
b) The policy will be reviewed in orientation sessions with new employees.
c) Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

24 P.S. Sec. 5-527
P.S. 35 Sec. 780-101 et seq.
P.L. 100-690 Sec. 5151 et seq.
P.L. 101-226 Sec. 5115

Adopted: 3/13/13