

# Cullman City Board of Education

## **DRUG-FREE WORKPLACE POLICY STATEMENT**

**Cullman City Schools  
301 First Street, NE, Suite 100  
Cullman, Alabama 35055**

**An Informational Brochure for  
Employees of  
The Cullman City Board of Education**

**Federal Law,  
Cullman City Board Policy  
Demand a Drug-Free Workplace**

This brochure is provided to all employees in an effort to promote an awareness of drug-free workplace legislation and Cullman City Board of Education regulations dealing with a drug-free workplace.

All aspects of American life are affected by the drug problem. It threatens not only the home, the school, and the community, but the workplace as well.

According to the most recent household survey conducted by the National Institution on Drug Abuse, nearly 1 in 4 - 24 percent - of employed males 18-24 years old, and more than 1 in 4 - 21 percent - of employed males 25-34 years old, use marijuana at least once a month.

Obviously, drug use by members of the American workforce is significant, and such use carries with it the risk of drug dependence and a host of problems to decreased job performance and productivity.

While estimates of the direct costs of drug abuse to business have been difficult to obtain, studies suggest that the overall impact of drug abuse on society is substantial. Estimates are that the decreased worker productivity and increased accidents due to alcohol and drug use cost more than \$100 billion annually. One Alabama company reported a loss of \$7.5 million in 1987 due to employees' drug and alcohol problems. The cost of drug abuse in the workplace includes not only lost productivity, but costs related to absenteeism, accidents, health care, loss of trained personnel, theft, and prevention/treatment/deterrence programs.

We must take a firm stance against illicit drug use. The use of drugs – including alcohol in the workplace is unacceptable, since it can adversely affect health, safety, and productivity, as well as public confidence and trust. Drug use in the workplace interferes with the ability of workers to meet satisfactorily the requirements of their jobs. It reduces dependability, efficiency and safe performance of job responsibilities and can affect negatively an entire organization.

**Remember:  
Drug use in the workplace is expensive:  
it could cost you your job!**

## **Cullman City Board of Education Drug-Free Workplace Policy Statement**

It is the policy of the Cullman City Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Cullman City School System workplace is prohibited. Any employee violating this policy will be subject to disciplinary action which may include termination of employment. The specifics of this policy are as follows:

1. The Cullman City Board of Education does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance while on the job or on school system premises will be subject to disciplinary action which may include termination of employment.
2. The term “controlled substance” means any drug listed in 21 U.S.C. – 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, amphetamines, anabolic steroids, benzodiazepines, methadone, opiates, phencyclidine, propoxyphene, barbiturates, cocaine (including “crack”), PCP, cannabinoids, marijuana, hallucinogenic drugs, heroin and all drugs which the narcotic and drug abuse laws of the United States, local municipalities, and/or the State of Alabama classify as illegal or controlled, while on duty. They also include “legal drugs” which are not prescribed by a licensed physician.  
Employees must inform their supervisor when they are legitimately taking medication which may affect their ability to work, in order to avoid creating safety problems and violating the Drug and Alcohol Policy.
3. Each employee is required by the Drug-Free Workplace Act 1988 to inform the Cullman City Board of Education, within five (5) days after he or she is convicted for a violation of any federal or state criminal drug statute where such violation occurred while on the job or on school premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Cullman City School System must notify the State and/or U.S. Department agency by which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to disciplinary action, which may include termination of employment. Alternatively, the Cullman City Board of Education may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution.
6. The act required all employees to abide by this policy.
7. In compliance with the Federal regulations of 49 C.F.R. part 40 and the Omnibus Transportation Employee Testing Act of 1991, the Cullman City Schools will develop and implement, procedures for the drug testing of all personnel in the school system that maintain a Commercial Driver’s License (CDL). These procedures will fulfill all requirements of 49 C.F.R. part 40 and the Omnibus Transportation Employee Testing Act of 1991. The effective date of the implementation of the procedures will be January 1, 1996.

It is the official policy of the Cullman City Board of Education that no person shall, on the grounds of race, color, handicap, sex, religion, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination in any program, activity, or employment.

**Acknowledgement of Receipt  
Cullman City Board of Education on  
The Drug-Free Workplace Act of 1988 (P.L. 100-690)**

**To the Employee:**

**This acknowledgement must be completed, signed, and returned to your immediate supervisor.**

I, \_\_\_\_\_, an employee of the Cullman City Board of Education, hereby certify that I have received a copy of this system's policy statement regarding the maintenance of a drug-free workplace. I realize that the manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on the Cullman City Board of Education's premises and violation of this policy can subject me to disciplinary action, which may include termination of employment. I realize that as a condition of employment of this Board of Education, a federal grantee, I must abide by the terms of this policy and will notify the Cullman City Board of Education; of any criminal drug conviction for a violation occurring while on the job or in the workplace no later than five (5) days after such conviction. I understand that on-the-job drug use is specifically prohibited by the policy of the Cullman City Board of Education and that the penalties may include termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Drug-Free Workplace Act**

The Drug-Free Workplace Act of 1988 is a part of Public Law 100-690 which is designed to deal comprehensively with the nation's problem of drug abuse. The Act requires that contractors and grantees of federal agencies certify that they will provide a drug-free workplace. Each federal grantee is required to make such a certification before receiving a contract or grant from a federal agency. The requirements of this Act affect the Cullman City Board of Education in that the Board is a federal grantee receiving direct funds for programs such as Chapter 1, Chapter 2, Drug-Free Schools and Communities, Vocational Education, Handicapped Early Education, Dropout Prevention, and others.

The Drug-Free Workplace Act of 1988 requires the Cullman City Board of Education (Grantee) to do the following:

- \* Publish a policy statement.
- \* Communicate this policy to its employees.
- \* Establish a drug-free awareness program.
- \* Notify the federal granting agency of any employee's conviction for any drug-related violation on the Board's premises.
- \* Impose a sanction on any convicted employee.
- \* Make a good faith effort to continue to maintain a drug-free workplace.

This Act covers only on-the-job drug use.