

## **Personnel -- Certified/Non-Certified**

### **Alcohol, Drugs, and Tobacco**

CREC is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the misuse of alcohol, drugs and tobacco is hazardous to one's health. In addition to posing a health hazard, such misuse affects certified employees' responsibility of imparting knowledge and serving as role models to students. CREC recognizes the importance of maintaining a drug-free environment for its staff and students.

### **Alcohol and Drugs**

In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use in the workplace of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done. This includes any school building or premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of CREC.

### **Tobacco**

There shall be no smoking or other use of tobacco products on school property, on transportation provided by CREC, or during the course of any trip sponsored by CREC or under the supervision of CREC or its authorized agent.

"Tobacco product" includes, but is not limited to, cigarettes, cigars, blunts, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers, and any other items containing or reasonably resembling tobacco or tobacco products, including electronic nicotine delivery systems (e-cigarettes) or vapor products.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or may be suspended or terminated, at the discretion of the administration, or, as appropriate, the Council.

A copy of this policy and the consequences of violating the policy shall be distributed to all CREC employees.

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places

P.A. 14-76, An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention

Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (199)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

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Policy adopted: September 17, 2003  
Policy revised: November 29, 2014

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## Personnel -- Certified/Non-Certified

### Alcohol, Drugs, and Tobacco

1. The Capitol Region Education Council will publish a statement notifying employees that being under the influence of alcohol or a controlled substance is prohibited in the workplace as is the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol. All employees will be given a copy of this statement and any employee who violated its provisions will be subject to disciplinary action up to and including termination and referral for prosecution where appropriate.
2. The Capitol Regional Education Council will establish a drug-awareness program to inform employees about:
  - (a) the dangers of drug abuse in the workplace;
  - (b) the Capitol Region Education council's policy of maintaining a drug free workplace;
  - (c) the availability of drug counseling and rehabilitation programs; and
  - (d) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. It will be a condition of employment for all employees to abide by the terms of the statement referred to in paragraph 1 and to notify the Capitol Region Education Council of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after such conviction.
4. In the case of employees working on federal grants, the Capitol Region Education Council will notify the federal granting agency within ten (10) days receiving such notice from an employee or otherwise receiving actual notice of such conviction.
5. Within thirty (30) days of receiving notice under paragraph 3, the Capitol Region Education Council will take either disciplinary action against such employee up to and including termination or require said employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health and law enforcement or other appropriate agency.
6. The Capitol Region Education Council will make a good faith effort to continue to maintain a drug free workplace through implementation of this policy.

Regulation approved: February 2000  
Regulation reapproved: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

**NOTICE**

**To All CREC Employees**

**Illicit Drugs /Alcohol on CREC Premises / CREC Events**

The Capitol Region Education Council fully complies with the Drug Free Workplace Act and the Drug Free School and Communities Act and recognizes its responsibility to require appropriate standards of conduct by its employees. Drug and alcohol abuse in the workplace presents a danger to CREC, its employees, student, client and public. Therefore, the Capitol Region Education Council prohibits the unlawful manufacturing, dispensing, possession and use or distribution of illicit drugs and alcohol on school or CREC premises, or as part of any school activity either on CREC premises or off it by its employees. Compliance with these standards of conduct regarding illicit drugs and alcohol are mandatory.

An employee of the CREC workforce who unlawfully uses, manufactures, dispenses or possesses, is under the influence or distributes illicit drugs and/or alcohol while on CREC premises or during school activities (regardless of the site of the activity) will be subject to disciplinary action consistent with applicable state and federal laws and referral for criminal suspension or termination from employment and enrollment in a successful completion of an appropriate substance abuse rehabilitation program.

Members of the administrative staff shall report any suspected violation of the standards of conduct directly to the Executive Director who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary sanctions imposed will ensure that similarly situated violations are treated in a similar manner. An employee suspected of illicit drug or alcohol possession, manufacturing, dispensing, use or distribution of illicit drugs has occurred, the matter will be referred to the police or appropriate justice authority for further action.

In no circumstances will an employee receive less than a written reprimand where violation has been documented. For subsequent violations or where circumstances warrant, additional disciplinary sanctions will be imposed, up to and including termination of employment. Any disciplinary action that is taken will be carried out in accordance with the procedures as outlined in collective bargaining agreements (where such agreements exist) and applicable state and federal law.

Information about drug and/or alcohol counseling and rehabilitation programs shall be made available to all employees. You are encouraged to use the CREC Employee Assistance Program for additional help and information.

These procedures shall be reviewed bi-annually to determine effectiveness and consistency. All employees shall be given a copy of the policy and procedures annually.

Drug Free Workplace and Drug Free School and Community.

In accordance with the federal regulations implementing the Drug Free Workplace Act of 1988, 34 C.F.R. Part 85, Subpart F and the Drug Free Schools and Communities Act and pursuant to the goal of the Capitol Region Education Council to maintain a drug free workplace, the following policy is established: