



LAWRENCE PUBLIC SCHOOLS LAWRENCE MASSACHUSETTS

DRUG-FREE WORKPLACE REGULATIONS INFORMATION FOR EMPLOYEES

This information is provided to all employees in an effort to promote an awareness of drug-free workplace legislation and Lawrence Public Schools regulations dealing with a drug-free workplace.

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

According to the most recent household survey conducted by the National Institute on Drug Abuse, nearly 1 in 4 (24 percent) of employed males 18-24 years old, and more than 1 in 5 (21 percent) of employed males 25 – 34 years old, use marijuana at least once a month. Approximately 9 percent, or 1 in 11, use cocaine at least once a month.

Obviously, drug use by members of the American work force is significant, and such use carries with it the risk of drug dependence and a host of problems related 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 use cost more than \$100 billion annually. The cost of drug abuse in the workplace includes not only lost productivity, but cost 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 the employee's dependability, efficiency, and safe performance of job responsibilities and can affect negatively an entire organization.



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LAWRENCE PUBLIC SCHOOLS DRUG-FREE WORKPLACE POLICY STATEMENT

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of employees and the public at large, and may cause damage to school property. Therefore, it is the policy of the Lawrence Public Schools that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol in the school's workplace is prohibited. Any employee violating this policy will be subject to disciplinary action, including termination of employment and/or referral for prosecution. The specifics of the policy are as follows:

1. The Lawrence Public Schools does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance or alcohol to another person or sells or manufactures a controlled substance or alcohol while on the job or on Board premises will be subject to disciplinary action, including termination of employment and/or referral for prosecution.
2. The term "controlled substance" means any drug listed in M.G.L. Ch 94C and 21 U.S.C. 812 other federal regulations. Generally, these are drugs which include, but are not limited to, narcotics, heroin, marijuana, cocaine (including crack), stimulants, depressants, hallucinogens and PCP. They also include "legal drugs" which are not prescribed by a licensed physician. Alcohol is defined as alcoholic beverages including beer, wine, and distilled spirits.
3. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the school, 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 on 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 Lawrence School Department must notify the 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, including termination of employment. Alternatively, the School Department may require the employee to finish successfully a drug abuse program sponsored by an approved private or governmental institution. The cost of this program is to be borne by the employee.
6. As a condition of further employment on any federal government grant, the Act requires all employees to abide by this policy.

