

Lyndhurst Board of Education  
Lyndhurst, New Jersey 07071  
Policy

File Code: 5131.9

## EMPLOYEES USE OF DRUGS/ALCOHOL

### PHILOSOPHY

The Lyndhurst Board of Education, in keeping with the responsibility for maintaining a quality educational program, recognizes the need for making help available for employees to overcome health problems which are affecting job performance.

The Board of Education recognizes chemical dependency, including alcoholism, as a disease which is treatable. The Board's concern with chemical dependency is directed to its effects on the employee's performance on the job and other interpersonal relationships of the employee. In accordance with this deep concern for the employee as a person as well as a worker, the Board hereby establishes a school based referral and pre-counseling service for Lyndhurst Board of Education employees.

This service will be administered by the Lyndhurst Board of Education under the auspices of the department of Student Assistance Services.

To further implement this service the following policy will be in force:

1. Chemical dependency, including alcoholism, is recognized as a disease for which there is effective treatment and rehabilitation.
2. Identification and treatment of chemical dependency in its early stages will benefit both the employees and the school district.
3. Chemical dependency, including alcoholism, is defined as a disease in which a person's use of drugs definitely and repeatedly interferes with that individual's health and/or job performance.



**LYNDHURST PUBLIC SCHOOLS**  
281 Ridge Road  
Lyndhurst, NJ 07071  
(201) 438-5683

EMPLOYEE USE OF DRUGS/ALCOHOL  
PHILOSOPHY

4. This policy is concerned with the disease of chemical dependency. The concern is limited to those instances of substance abuse and dependency which affect the job performance of the individual. This policy is designed to achieve recovery of health and restoration of job performance.
5. An employee who is afflicted with this illness will be treated with dignity and respect, and will be given the same consideration extended to employees having other illnesses.
6. It is expected that a district-wide educational effort will encourage employees and members of their immediate families, who suspect that they have a chemical use problem, to take advantage of the available services of the school district and the community. Chemical dependency in another member of the immediate family can create stress for the employee which is detrimental to job performance.
7. In the case of a family seeking to intervene on behalf of a dependent employee, the department of Student Assistance Services will, at the request of the family, take an active role in the intervention process.
8. No records of an employee participation in this program will be kept.
9. Referral to the program will be based on job performance, or other significant indications of chemical dependency.

EMPLOYEES USE OF DRUGS/ALCOHOL  
PHILOSOPHY

10. It will be the responsibility of all employees to implement this policy and to follow the procedures which have been designed to assure that no person with chemical dependency, including alcoholism, will ever have either job security or promotional opportunities jeopardized by a voluntary request or referral for diagnosis and treatment. However, it will be the responsibility of the employee to comply with the referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled the same as refusal to accept help to improve job performance. The Board will facilitate counseling arrangements through the Substance Awareness Coordinator.
11. Persons participating in this program will be expected to meet existing job performance standards and established work rules.
12. Nothing in this policy is to be interpreted as constituting a waiver of the Board of Education's right and responsibility to maintain discipline and to take disciplinary measures, in the case of misconduct or failure to maintain job performance that may result from chemical dependency.

This policy reflects the enlightened position of the Lyndhurst Board of Education on chemical dependency, including alcoholism. It further is intended to negate informal practices that may exist in connection with substance abuse, especially those that lead to the cover-up and inappropriate protection of the chemically dependent person. It puts a responsibility on supervisory and non-supervisory employees to be alert to deteriorating job performance, and to follow the procedures for the Occupational Chemical Dependency Program whenever this occurs.

Date: October 8, 1990

Reviewed: 1/12/95.

EMPLOYEE USE OF DRUG/ALCOHOL

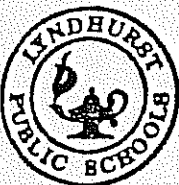
PROCEDURES AND/OR GUIDELINES

The Lyndhurst Board of Education recognizes the need to establish procedures and guidelines to aid employees in seeking help for the correction of drug/alcohol abuse problems. Misuse of these chemical substances not only affects the safety, well being, health and welfare of those involved in such misuse, but also endangers the safety and well being of others, including students and family. Such misuse also creates a serious impediment to the learning environment.

PROCEDURES FOR OCCUPATIONAL CHEMICAL DEPENDENCY PROGRAM

I. Voluntary Referral

- A. Any employee, or member of his/her immediate family, whose use of chemicals has begun to interfere in any area of that person's life, is urged to become involved in this recovery program. Any such self-referral will be treated with TOTAL CONFIDENTIALITY. Self-referrals can be made directly to the Department of Student Assistance Services by calling 460-1811.
- B. The program is one of education as well as recovery. Inquiries about the program itself or chemical dependency in general are welcome.



LYNDHURST PUBLIC SCHOOLS  
281 Ridge Road  
Lyndhurst, NJ 07071  
(201) 438-5683

II. Referral by Supervisor

When job performance problems or other significant indications of chemical dependency have developed, and have been identified and documented:

- A. A Supervisor will conduct an interview with the employee in accordance with normal procedures for monitoring job performance. At this interview, evidence of inadequate or deteriorating job performance will be discussed.
- B. When documentation warrants, the supervisor will make the referral to the program via the Department of Student Assistance Services, and inform the employee of his/her responsibilities to follow through on the referral procedures, to keep all appointments, to meet with the Substance Awareness Coordinator, and to give serious consideration to the recommendations made. It should be made clear to the employee that failure to follow through on the referral procedures, and subsequent treatment plans, if any, will be construed as a refusal to accept help to improve job performance.
- C. If the employee refuses to accept treatment, or does not respond to treatment, or the significant indications of chemical dependency persist, the situation will be handled as any other case which adversely affects job performance.
- D. Should the employee follow all recommended procedures and still fail to restore his/her job performance, the supervisor must consider the situation as he/she would any other job performance problem and take appropriate action.
- E. Appropriate action and/or sanctions shall be in accordance with law, and shall include withholding of increment, suspension and dismissal.

### Referral by Supervisor

- F. Illegal possession of, use of, or sale of controlled dangerous substances on or in school property or when in official charge of pupils off school premises is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including dismissal and prosecution. The board shall determine sanctions in accordance with law. The board of education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to nonrenewal, suspension, or termination at the discretion of the board.
- G. Illegal gambling is not permitted on school property.

### III. Referral by Colleague

Although motivated by genuine concern regarding significant signs of chemical dependency by their supervisors or colleagues, many employees remain mute and helpless, due to lack of knowledge, fear of reprisal, or rebuke.

To mitigate concern in this area, employees faced with this dilemma are urged to seek out the services offered to acquire techniques for sympathetic intervention.

Confidentiality is guaranteed and anonymity provided. Individual names need not be mentioned for effective intervention to take place.

The Superintendent shall ensure that each employee is given a copy of this policy and of the schedule of sanctions for infractions, and is informed of any changes within 10 days of their adoption. New employees shall receive such copies at the time of initial employment.

Date: October 8, 1990