

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRUG AND SUBSTANCE  
ABUSE

ADOPTED: April 18, 2002

REVISED: June 20, 2013

	351. DRUG AND SUBSTANCE ABUSE
1. Purpose	<p>The Joint Operating Committee recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p>
<p>The primary purpose and justification for any action, by the school will be for the protection of the health, safety and welfare of students, staff and school property.</p>	
<p>2. Definitions 35 P.S. Sec. 780-101 et seq</p>	<p><b>Drugs</b> shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p>
<p>41 U.S.C. Sec. 8101</p>	<p><b>Conviction</b> - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p>
<p>41 U.S.C. Sec. 8101</p>	<p><b>Criminal Drug Statute</b> - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.</p>
<p>41 U.S.C. Sec. 8101</p>	<p><b>Drug-free Workplace</b> - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.</p>
<p>3. Authority SC 111 41 U.S.C. Sec. 8103</p>	<p>The Joint Operating Committee requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the school of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours after such conviction.</p>

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SC 527 35 P.S. Sec. 780-101 et seq	An employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the school.
4. Delegation of Responsibility 41 U.S.C. Sec. 8103, 8104	A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Administrative Director or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.
41 U.S.C. Sec. 8103	Within ten (10) days after receiving notice of the conviction of an employee, the school shall notify any federal agency or department that is the grantor of funds to the school.
41 U.S.C. Sec. 8103, 8104	The school shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
41 U.S.C. Sec. 8103	In establishing a drug-free awareness program, the Administrative Director shall inform employees about: <ol style="list-style-type: none"> <li>1. Dangers of drug abuse in the workplace.</li> <li>2. Joint Operating Committee's policy of maintaining a drug-free workplace.</li> <li>3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.</li> <li>4. Penalties that may be imposed for drug abuse violations occurring in the workplace.</li> </ol>
41 U.S.C. Sec. 8103	The school shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

<p>5. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21 35 P.S. Sec. 780-102</p> <p>SC 1303-A</p>	<p>The Administrative Director or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.</p> <p>In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 527, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.</p> <p>Drug-Free Workplace Act – 41 U.S.C. Sec. 8101 et seq.</p> <p>Joint Operating Committee Policy – 317</p>
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