

<b>Section:</b>	IX.3.11	
<b>Title:</b>	Drug Free Workplace	
<b>Effective Date:</b>	March 9, 2017	
<b>Approved By:</b>	Vice President for Human Resources	
<b>Responsible Unit:</b>	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Executive Order 204</a></li> <li>• <a href="#">Federal Drug-Free Workplace Act of 1988</a></li> <li>• <a href="#">Public Law 100-690</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 9, 2017	Revised
1.0	July 28, 2011	New policy; Initial release

## I. INTRODUCTION

The purpose of this policy is to explain The College of New Jersey’s drug free workplace program.

## II. DEFINITIONS

N/A

## III. POLICY

Pursuant to the Federal Drug-Free Workplace Act of 1988, Public Law 100-690, and Executive Order 204 designating all state agencies and institutions of higher education drug-free workplaces, the College of New Jersey maintains a drug-free workplace.

All College of New Jersey employees are required, as a condition of their employment, to abide by the terms of the Drug-Free Workplace Act and Executive Order 204. As required by law, the College has certified to the federal Department of Education that it will take action against employees, including student employees, convicted of the unlawful manufacture, distribution, dispensing, possession or use of drugs. Such action may require the employee to participate in an approved drug abuse assistance or rehabilitation program, and /or may involve formal disciplinary action up to and including termination. The appropriate action must be taken within 30 days of receiving the conviction notification.

Employees are required to notify the Office of Human Resources within five days of conviction for drug violations which occur in the workplace. In the case of employees working under grants, the College is responsible for notifying grant agencies within ten days after receiving notification of drug related convictions. The State Forfeiture of Public Office statute requires forfeiture of public employment if an employee is convicted of third degree crimes or higher.

The College of New Jersey is committed to meeting all of the requirements stipulated in the Drug-Free Workplace Act to ensure that the campus is a safe and healthy environment, and to provide appropriate referrals to students, faculty or staff seeking assistance with substance abuse. Please note, in keeping with the latter objective, the confidential counseling and assistance for alcohol and drug abuse may be obtained through the College's ADEP program (609) 771-2571 or the Office of Human Resources (609) 771-2283.

All Office of Human Resources policies are subject to change to satisfy legal requirements or to address the needs of the institution. Please contact the Office of Human Resources at (609) 771-2282 if you have any questions about this policy.