



## **DRUG-FREE WORKPLACE POLICY**

Centenary's employees are one of the University's most valuable assets. Therefore, your safety, health and well-being are of paramount importance to the University.

Centenary University's policy is to maintain a drug-free work place. In compliance with that policy, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place or while in the conduct of University business. For this purpose the term controlled substance includes all forms of narcotics, hallucinogens, depressants, stimulants and other drugs which use, possession or transfer is restricted or prohibited by law. Drugs prescribed by a physician, dentist or other person licensed by the state or federal government to prescribe or dispense controlled substances and used in accordance with their instructions are not subject to the restrictions of this policy.

An employee who is found to have engaged in any of the above prohibited activities will be subject to disciplinary action which may include suspension, with or without pay, or in appropriate circumstance, dismissal, in compliance with Federal and State laws.

The above penalties notwithstanding, Centenary recognizes that many people who abuse alcohol or drugs are in need of counseling and assistance. Recognizing this, Centenary offers assistance in coping and overcoming problems of substance abuse through the University Wellness Center. Centenary invites and encourages all employees who have questions or need assistance to contact the Wellness Center for confidential referrals to agencies or facilities providing appropriate treatment. Any employee who enters a treatment facility will be placed on a medical leave of absence and may return to work immediately following the successful completion of that treatment program. The employee will continue to receive his/ her full pay as long as accrued sick and vacation time are available and used during the disability period. When accrued time has been exhausted, the employee may choose to apply for New Jersey State Disability benefits. Depending upon individual circumstances, some of the costs for such treatment may be covered under the employee's medical benefit plan.

As a condition of employment with Centenary University, all employees are required to abide by the terms of this Policy as well as Federal and State laws. Accordingly, any employee convicted of a criminal drug statute violation for conduct occurring in the workplace must notify the Vice President for Human Resources no later than 5 days after such conviction. Within 30 days of receiving a notice of conviction, Centenary will take appropriate action against the employee up to and including termination or requiring that the employee satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

This notification is made in response to, and in compliance with, the Drug-Free Workplace Act of 1988, USC 5152-59 (Issued & posted 8/89) and the Drug-Free Schools and Communities Act Amendments of 1989.