



# Superintendent's Circular

School Year 2011-2012

NUMBER:  
HRS-PP11

DATE:  
September 1, 2011

## DRUG FREE WORKPLACE POLICY AND PROCEDURE

It is the policy of the Boston Public Schools to maintain a workplace free from all unlawful drugs and substances and to insist that all staff, students, contracted providers and others who work, attend and/or visit facilities under the jurisdiction of the School Department avoid, at all times, their use and abuse. In compliance with the Drug-Free Workplace Act of 1988 (P.L. 100-690) and its implementing regulations, all employees of the Boston Public Schools, contracted providers, students and visitors to facilities under the jurisdiction of the School Committee are hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (as listed in schedules I-V of Section 202 of the Controlled Substances Act) is prohibited. Violations of this policy shall be subject to the provisions of federal and state law, to procedures relative to the discipline of Employees and to the provisions of the Code of Discipline of the Boston Public Schools.

All employees must abide by this policy as a condition of employment and within 48 hours of any conviction (including a plea of "nolo contendere") for violating any federal or state criminal drug law by an action **committed in the workplace** must so notify their immediate supervisor, who in turn will notify the Office of Human Resources.

Within ten (10) days of receiving notice of such a conviction, it shall be the responsibility of the Superintendent or her designee through the Development Office to notify the funding agency, in those cases where the employee is directly engaged in the performance of work and is paid through a direct federal grant. The Development Office shall prepare annually for the Office of Human Resources a list of employees covered by this provision of the regulations.

Within thirty (30) days of receiving notice of such a conviction an investigation will be initiated and it shall be the responsibility of the Superintendent to recommend disciplinary action including, but not limited to, suspension or dismissal.

Boston Public Schools staff should be made aware of the services available through the City of Boston Employee Assistance Program. Responsibility Center managers and Directors are urged to refer to the B.E.A.P. any employee who demonstrates symptoms of drug or alcohol abuse at 635-3523. The program is located at 152 North Street in the North End.

For more information about this circular, contact:

<b>Name:</b>	Ann H. Chan
<b>Department:</b>	Human Resources
<b>Mailing Address:</b>	26 Court Street, Boston, MA 02108
<b>Phone:</b>	617-635-9600
<b>Fax:</b>	617-635-7956
<b>E-mail:</b>	<a href="mailto:Achan3@boston.k12.ma.us">Achan3@boston.k12.ma.us</a>

Carol R. Johnson, Superintendent