

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Drug – Free Workplace

POLICY:

The Grantee certifies that it will provide a drug free workplace. Staff, caregivers, and volunteers will not be impaired due to the use of alcohol, illegal drugs, or prescription medication during program hours. If impaired, he/she will be restricted from premises including indoor/outdoor environment and in any vehicle/bus used by the program.

This policy relates to [Head Start Performance Standards 45 CER Part 1302.47](#)

PROCEDURE:

1. Employee policies will contain a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. The agency will provide employees with information regarding:
 - a) The dangers of drug abuse in the workplace
 - b) The program's policy of maintaining a drug – free workplace
 - c) Any available drug counseling, rehabilitation, employee assistance programs
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
3. Each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. The employee will:
 - a) Abide by the terms of the statement
 - b) Within 5 days, notify the agency of any criminal drug statute conviction

5. Within 10 days after receiving notice under subparagraph (4) (b) from the employee or otherwise receiving actual notice of such conviction, employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant.
6. The following actions may be taken within 30 days of receiving notice under subparagraph (4) (b) with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
7. BSACAP will continue their effort to maintain a drug-free workplace through implementation of paragraphs (1) through (6).

Approved by Policy Council: September 2018