

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

3.9006R Drug Free Workplace

I. Title of Regulation

3.9006R Drug Free Workplace

II. Objective of Regulation

To ensure that all employees know the requirements of the law and have access to the information needed for compliance.

III. Authority

Drug Free Workplace Act of 1988 (PL 100-690] P.L. 100-690, 102 Stat. 4181; Title V, Subtitle D, [41 USC 701] 41 U.S.C. 701 – 707), Bylaws of the Board of Trustees 1.3054(f), and Board Policy 3.9006.

The Drug Free Workplace Act applies to Brookdale Community College as the recipient of federal grants, regardless of grant size or place where grant-funded activity occurs.

IV. Regulation Statement

A. To comply with the Board of Trustees Policy on Drug Free Workplace, all employees will comply with the following:

1. Refrain from the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance while on the College's premises or while conducting College business off premises. Violations will result in disciplinary action, up to and including termination, and may have legal consequences.
2. Participate in staff development programs which address drug awareness.
3. Adhere to all notification and statement requirements in the submission of grant proposals and applications.

B. Develop an awareness of all sanctions and/or penalties associated with the violation of the Drug Free Workplace Act. [See 3.9011R Alcohol and Drug Abuse Prevention Regulation.](#)

C. The Chief Human Resources Officer (CHRO) will ensure that the College Statement on Compliance with the Drug Free Workplace Act of 1988 is distributed appropriately. A copy of this Statement is attached to and made part of this College Regulation.

V. Responsibility for Implementation

CHRO
Officers of the College

Approved: President, 4/89
Revised: 5/98
Approved: President, 9/2/2019
Approved: President, 9/17/25

BROOKDALE COMMUNITY COLLEGE

Statement of Compliance

Drug-Free Workplace Act of 1988 And

The Standard of Conduct for the Drug Free Schools and Communities Act Amendments of 1989

In accordance with the Drug Free Workplace Act of 1989 (PL 100-690) and the Drug Free Schools and Communities Act of 1989 (P.L. 101-226), all Brookdale Community College employees are hereby notified that the unlawful manufacture, distribution, possession or use of any controlled substances or alcohol is strictly prohibited at any Brookdale campus or at any location where the College conducts instruction or services offered as part of a College activity. Exceptions apply only when alcohol use is expressly authorized by the appropriate College authority.

Any drug related violation of the law, on campus or off campus, may result in disciplinary action up to and including termination (N.J.S.2C:51-2). In addition, besides the aforementioned Federal Laws, employees are also subject to applicable New Jersey State Statutes, including but not limited to: N.J.S.A. 2C: 35-1 et seq. - Controlled Dangerous Substances; N.J.S.A. 2C: 36-1 et seq. - Drug Paraphernalia; and N.J.S.A. 2C: 64-1 et seq.- Forfeiture.

1. Condition of Employment. All employees are hereby notified that, as a condition of employment, they must abide by the terms outlined in the preceding regulation regarding drug and alcohol use.
2. Mandatory Reporting of Convictions. Any employee convicted for violating any criminal drug statute, whether occurring in the workplace or off premises while conducting College business, must notify the Chief Human Resources Officer (CHRO) in writing within five (5) calendar days of the conviction. When applicable, the College is required to notify the relevant federal agency that provides funding for the employee's program within ten (10) calendar days of receiving such notice.
3. Consequences of Conviction. Any employee convicted of a criminal drug statute for a violation occurring in the workplace or off campus while conducting College business, pursuant to section 5152 (A) (1) (D) (II) of the Drug Free Workplace Act of 1988, shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program (the names of which will be supplied to the employee upon request by the CHRO), and/or face disciplinary action which could result in termination (refer to N.J.S.A.2C:51-2). This provision also applies to violations involving alcohol or alcohol abuse.

4. Statement of Compliance with Law Enforcement. This statement does not preclude or restrict independent actions by law enforcement authorities, should they determine such action is warranted.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

(Print or Type Name)

(Signature)

(Witness Signature) (Date)

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