

**BLOOMFIELD PUBLIC SCHOOLS**  
**Bloomfield, Connecticut**

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**ADMINISTRATIVE REGULATION**

**No. 4118.232(a)**

**RE: Alcohol and Drug-Free Workplace  
Personnel – Certified/Non-Certified**

**Approved: 10/6/2015**

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The Bloomfield Public Schools is committed to the maintenance of a workplace which is free of the effects of alcohol and free from drug abuse. In pursuit of an alcohol and drug-free workplace, the following shall occur.

1. Each employee shall be given a copy of the Bloomfield Board of Education Policy concerning an alcohol and drug-free workplace. The superintendent or designee shall implement this policy.
2. Any employee who discovers illegal drugs or alcohol on Board premises shall notify the superintendent or designee who shall investigate the matter.
3. An employee must report any conviction under a criminal drug statute for violations occurring on or off Board premises while on Board business, to the superintendent or his/her designee within five days after the conviction.
4. Employees shall use only prescription drugs on Board premises which have been prescribed by licensed practitioner, and such drugs shall be used only as prescribed.
5. Violations of this policy may result in disciplinary action, up to and including possible termination of employment.
6. In appropriate circumstances, an employee assistance program shall be provided to an employee to assist in rehabilitation in overcoming addiction to, dependence upon, or other problem with alcohol or drugs.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons with a “need to know” will be made aware of this request.