



Board of County Commissioners

Administrative Committee

RESOLUTION AMENDING THE SALEM COUNTY POLICY AND PROCEDURE MANUAL

WHEREAS, the Salem Board of County Commissioners has adopted a County Policy and Procedure Manual for all County employees on January 7, 2007 by Resolution 2007-71; and

WHEREAS, Governor Murphy signed the NJ Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act into law, legalizing and regulating cannabis use and possession for adults 21 and older; and


WHEREAS, Salem County has policy V11 General Rules and Regulations, Alcohol and Drug-Free Workplace promoting a safe work environment; and

WHEREAS, the policy needed to be amended to address the use of marijuana in the workplace; and

WHEREAS, the Salem County Board of County Commissioners have been given Authority to regulate the internal affairs for the County through N.J.S.A. 1:6-10.

NOW, THEREFORE, BE IT RESOLVED by the Salem County Board of County Commissioners that the County Policy and Procedure manual shall be amended as attached hereto.

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners on September 4, 2024.


STACY L. PENNINGTON
Clerk of the Board

RECORD OF VOTE

COMMISSIONER	RESOLUTION MOVED	RESOLUTION SECOND	AYE	NAY	ABSTAIN	ABSENT
E. Ramsay	✓		✓			
C. Taylor		✓	✓			
D. Timmerman						✓
G. Ostrum Jr.						✓
B. Laury			✓			

✓ Indicates Vote

Department Initials _____

VII. GENERAL RULES AND REGULATIONS POLICY

Alcohol and Drug-Free Workplace

The County of Salem is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any County employee improperly consumes alcohol, **marijuana in any form**, or illegally uses drugs on the job, comes to work under their influence, or possesses, distributes or sells alcohol or drugs in the workplace. Therefore, the County has established the following policy:

(1) It is a violation of County policy for any employee to possess, sell, trade, or offer for sale alcohol, **marijuana in any form**, or illegal drugs or otherwise engage in the consumption of alcohol, **marijuana in any form**, or illegal use of drugs or other substance on County premises, in County vehicles, or while on County business.

(2) It is a violation of County policy for anyone to report to work under the influence of alcohol, **marijuana in any form**, illegal drugs, or illegally used prescription drugs. (Nothing in this policy, however, precludes the appropriate use of legally prescribed medications).

(3) Violations of this policy are subject to disciplinary action up to and including termination.

Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have an alcohol or drug problem to seek help.

Employees Excluded from Policy

In keeping with U.S. Department of Transportation requirements, the County has adopted testing practices for applicants for positions that require a Commercial Drivers License ("CDL") and for employees holding Commercial Drivers Licenses ("CDL") to identify persons who improperly consume alcohol, **marijuana in any form**, or use illegal drugs either on or off the job. All applicants for positions that require a CDL license and all employees whose job requires them to possess a CDL license shall be excluded from this Alcohol and Drug-Free Workplace policy. Instead, they are covered by the County's Drug and Alcohol Policy for Employees Required to Possess a Commercial Driver's License. Employees hired with the understanding that they must obtain a CDL license will be covered under this Alcohol and Drug-Free Workplace Policy until they obtain their CDL license.

All drug testing of law enforcement applicants and employees shall be in accordance with the New Jersey Attorney General's Law Enforcement Drug Testing Guidelines and the Salem County Prosecutor's Office. All alcohol testing of law enforcement employees shall be in accordance with this policy.

VII-4 VII. GENERAL RULES AND REGULATIONS POLICY

Alcohol and Drug-Free Workplace (cont'd)

Drug and Alcohol Testing

The County adopts pre-employment drug testing, reasonable suspicion drug and alcohol testing, and post-accident drug and alcohol testing.

Drug testing will be conducted through split-sample urinalysis while alcohol testing will be conducted through breath or saliva screening. All testing will be conducted in accordance with the procedures set forth in 49 CFR Part 40. Testing will be conducted by an independent medical facility chosen by the County.

Drug screening will test for the drugs on the SAP-10 Panel. These drugs are: Amphetamines Cocaine Metabolite (Benzoylecgonine), Opiates, Phencyclidine (PCP), THC (Marijuana), Barbiturates, Benzodiazepines, Methadone, Methaqualone, and Propoxyphene. The County adopts NIDA cutoff standards to determine positive results for initial and confirmation tests. An alcohol concentration of 0.08% or greater, or 0.04% or greater provided that two and one-half hours or more have elapsed from the time the employee reported to work, constitutes a positive alcohol screening test.

If an employee receives a positive drug test result, the employee can request a second drug test from a split sample at the employee's own cost. If the results of the second test conflict with the first, the employer will schedule a third and final test at a mutually agreed independent medical lab. All parties will be bound by the result of the third and final test. Both parties will share the cost of the third test. If a false positive test result is proven to have occurred, the cost of the second test and one-half of the cost of the third test will be reimbursed to the employee.

B. Reasonable Suspicion Drug And Alcohol Testing

It shall be a condition of employment for all employees to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that an employee is under the influence of alcohol, **marijuana in any form**, or using illegal drugs. The County will cover the cost of reasonable suspicion drug and/or alcohol testing.