

(Circle one)  
**Paid / Volunteer**

Need Fundamentals of  
 Coaching Course?  
 YES NO

## Non-Faculty Coaching Application

Please complete both sides of this application in your own handwriting.

### Personal Information

Name \_\_\_\_\_  
Preferred Title                      First                      Middle/Maiden                      Last                      Nickname

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Alternate Phone No. \_\_\_\_\_

E – Mail Address \_\_\_\_\_ [ ] Former Student [ ] Former Employee

### Preferences in Non-Faculty Coaching Position

School Year: \_\_\_\_\_

Position:

Head Varsity                       Assistant Varsity  
 Head JV                                       Assistant JV  
 Head Middle School                       Assistant Middle School

Sport:

<input type="checkbox"/> Football	<input type="checkbox"/> Cheerleading (Football)	<input type="checkbox"/> Cheerleading (Bball)
<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Men's Basketball	<input type="checkbox"/> Women's Basketball	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Men's Soccer	<input type="checkbox"/> Women's Soccer	<input type="checkbox"/> Cross Country
<input type="checkbox"/> Men's Tennis	<input type="checkbox"/> Women's Tennis	<input type="checkbox"/> Swimming
<input type="checkbox"/> Men's Track	<input type="checkbox"/> Women's Track	<input type="checkbox"/> Golf (Men's/Women's)

Middle Schools		High Schools	
<input type="checkbox"/> C.C. Griffin Middle	<input type="checkbox"/> Hickory Ridge Middle	<input type="checkbox"/> Central Cabarrus High	<input type="checkbox"/> Jay M Robinson High
<input type="checkbox"/> Concord Middle	<input type="checkbox"/> Mount Pleasant Middle	<input type="checkbox"/> Concord High	<input type="checkbox"/> Mount Pleasant High
<input type="checkbox"/> H.E. Winkler Middle	<input type="checkbox"/> Northwest Cabarrus Middle	<input type="checkbox"/> Cox Mill High	<input type="checkbox"/> Northwest Cabarrus High
<input type="checkbox"/> Harris Road Middle		<input type="checkbox"/> Hickory Ridge High	

### Coaching/Work Experience

Dates From-To (Mo/Yr)	Name of School/Organization/Work	Location of School/ Organization/ Work	Duties
/ - /	1.		
/ - /	2.		
/ - /	3.		
/ - /	4.		

### References

Please give out at least three references that have first-hand knowledge of your professional ability, experience, and competence. If you have not previously substituted, please include the names of former employers. References from relatives or persons who can only evaluate your personality and character are not acceptable.

Name	Position	Telephone Number/s	Mailing Address
1.			
2.			
3.			

### Additional Information

#### Please Check Appropriate Answer:

Yes No

- Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
- Have you ever been asked to resign from a position of employment?
- Have you ever entered a plea of nolo contendere (no contest) to any charge against you?
- Do you have any criminal charges pending against you or are you currently involved in any criminal proceedings, including supervised or unsupervised probation?
- Have you ever been convicted of any violation of the law other than a minor traffic ticket?

If your answer to any of the above questions is yes, please explain below and/or attach a separate sheet:

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

### Applicant's Statement

The undersigned applicant hereby expressly authorizes the Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal law, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the Board of Education, its members, officers, agents, or its employees, I hereby release the Cabarrus County Board of Education this information. A copy of this consent and release shall be considered as a duplicate original.

I have carefully read the information contained on the application and certify that the information I have given is correct and complete. I understand that if I am approved to coach, false statements on this application shall be considered sufficient cause for dismissal.

I also agree to abide by the rules and regulations of the NCHSAA and Cabarrus County School System. My behavior shall be beyond reproach at all times.

I understand that, if approved, I will be coaching on a volunteer basis and I am not employed by CCS. Whether a paid (coaching stipend) or non-paid off staff coach, my time and service in this capacity are given without promise, expectation or receipt of any form of compensation, benefits or other remuneration for this service.

I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at any time for any reason. This agreement will continue in force until terminated.

**Other Requirements - The following must be completed before coaching in ANY CONTEST:**

- 1. NFHS Fundamentals of Coaching course must be completed and certificate on file.

**Other Requirements - The following must be completed before coaching in ANY PRACTICE:**

- 1. NFHS Concussion course must be completed and certificate on file.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Principal Approval

I verify that I have been unable to employ a bona-fide faculty or an instructional staff member of our local education agency for appointment to the needed coaching position below, and further verify that the above named applicant has been informed of the North Carolina High School Athletic Association and the North Carolina State Board of Education Athletic Rules and Regulations, including the Sports Season Regulations.

I recommend this applicant as a Coach for (Sport): \_\_\_\_\_ for the \_\_\_\_\_ school year.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletics Director \_\_\_\_\_ Date \_\_\_\_\_

The Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.

### FOR CENTRAL OFFICE USE ONLY

<input type="checkbox"/> Summary of Rights	<input type="checkbox"/> Health Exam
<input type="checkbox"/> Release of Information	<input type="checkbox"/> W-4
<input type="checkbox"/> I-9	<input type="checkbox"/> NC-4
<input type="checkbox"/> IDs	<input type="checkbox"/> Direct Deposit
<input type="checkbox"/> Drug Free Workplace	<input type="checkbox"/> Background Check Complete

County Athletic Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank You for Your Interest in Coaching for Cabarrus County Schools!**

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

**You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

**You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

**You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

**Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

**You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who Reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

**Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

**Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

**You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

**You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

I have read and understand the above "Summary of Your Rights Under the Fair Credit Reporting Act."

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Signed and Dated

Applicant/Employee keeps one copy, return one copy with application.

## Consumer Reports Release

In connection with my application for employment (including contract for services), I understand that consumer or investigative consumer reports which may contain public record information, may be requested or made on me including consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further I understand that you will be requesting information from various Federal, State and Local agencies regarding my past activities. I also understand that the information below regarding sex, race and date of birth is requested for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law.

I hereby authorize without reservation, any party or agency to furnish the above-mentioned information.

I understand I have the right to make a request of the Consumer Reporting Agency, upon proper identification and the payment of any authorized fees, the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

### **FOR IDENTIFICATION PURPOSES: PLEASE PRINT ALL INFORMATION CLEARLY**

(Name)

Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Other Names Maiden, Aliases, etc. \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

### **LIST ALL ADDRESSES FOR THE PAST SEVEN (7) YEARS STARTING WITH THE MOST CURRENT:**

<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Dates (MM/Year)</u>
1. _____	_____	_____	_____	From: _____ To: _____
2. _____	_____	_____	_____	From: _____ To: _____
3. _____	_____	_____	_____	From: _____ To: _____
4. _____	_____	_____	_____	From: _____ To: _____
5. _____	_____	_____	_____	From: _____ To: _____

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ]-[ ][ ]-[ ][ ][ ]		E-mail Address			Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

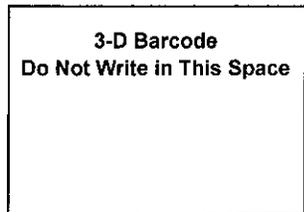
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code



**Employer Completes Next Page**



# **Attention Applicant:**

You are ***required*** to include a photocopy of ***two (2)*** forms of identification as stated on Form I-9 Lists of Acceptable Documents. Choose ***ONE*** from List B and ***ONE*** from List C:  
LIST B – Picture Identification  
(Ex: Drivers License or School ID)  
LIST C – Citizenship  
(Ex: Social Security Card or Birth Certificate)

***OR***

Choose ***ONE*** from Column A:  
(Ex: US Passport or US Passport Card)

***Applications cannot be processed or approved without them.***

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**

# Cabarrus County Board of Education

## Drug-Free Workplace Environment Policy

### I. General Statement of Policy

- A. It is the policy of the Cabarrus County Board of Education (“Board”) that the work environment shall be free of the presence of alcoholic beverages or unlawful controlled substances and that employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. This policy shall govern each employee (1) during school hours, (2) while on any property owned or leased by the Board, (3) at any time during which the employee is acting in the course and scope of his or her employment with the Board, and/or (4) at any other time that the employee’s violation of this policy has a direct and adverse effect upon the performance of his or her job.
- B. All employees should be aware of the harmful effects and dangers of the use and abuse of alcohol and controlled substances in the workplace. Employees working under the influence of alcohol or controlled substances:
  - 1. May create unsafe conditions for themselves, students, and other employees;
  - 2. May perform unsatisfactorily and adversely affect the performance of others; and
  - 3. May discredit the Cabarrus County School System (“System”) and cause disrespect for the employee and the System among the students, parents, and other citizens whom we serve.

### II. Prohibited Acts

- A. **The Board prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in schedules I through V of Section 202 of the United States Controlled Substances Act, at 21 U.S.C. 812, and as further defined in federal regulations at 21 C.F.R. 1308.11 through 1308.15 and in the North Carolina Controlled Substances Act, N.C. Gen. Stat. 90-86 et. seq.**
- B. The Board prohibits the use of alcoholic beverages by any employee (1) during school hours, (2) while on any property owned or leased by the Board, (3) a any time during which the employee is acting in the course and scope of his or her employment with the Board, and/or (4) at any other time that the employee’s use of alcoholic beverages has a direct and adverse effect upon the performance of his or her job. Nothing in this Policy shall be construed to prohibit employees from consuming alcohol in moderation at social events which are held off of school property. The Board will consider an employee with a blood alcohol level of .04% or higher to be intoxicated and in violation of this policy. Employees in Safety-Sensitive Positions (defined below) are in violation of this Policy if their blood alcohol level is .02% or higher.
- C. The Board prohibits the use of prescription or lawful non-prescription medications by any employee (1) while operating a vehicle owned by the System or (3) at any time during which the employee is acting in the course and scope of his or her employment with the Board to the extent that such use has a direct and adverse effect upon the operation of a vehicle or the performance of his or her job. Employees in Safety-Sensitive Positions may only take prescription medications which are prescribed by a physician who understands the employee’s safety-sensitive job.

III. Employees Covered by DOT Regulations

- A. **Employees who drive or mechanically maintain school buses or other vehicles with a weight in excess of 26,000 pounds, or which carry more than 16 passengers, or which are placarded for hazardous materials, or which otherwise require a commercial drivers license are subject to regulations by the United States Department of Transportation (“DOT-Regulated Employees”).**
- B. With respect to DOT-Regulated Employees, the Board prohibits use or possession of alcohol while on duty. The Board prohibits the use of alcohol by these employees for four (4) hours prior to duty. DOT-Regulated Employees may only use prescription medication which has been prescribed by a physician who understands the safety-sensitive nature of the employee’s job.
- C. DOT-Regulated Employees will be given DOT drug and alcohol tests at the time they are hired for, or transferred to, a DOT-covered position. Together with other accident testing which may be required by the System, DOT-Regulated Employees will be given DOT drug and alcohol tests as soon as possible after they are involved in an accident while operating a System-owned vehicle, if the accident involves a fatality or if the DOT-Regulated Employee is cited in an accident which requires a vehicle to be towed or gives rise to a personal injury which requires medical attention. Alcohol testing must be done as soon as possible following an accident, but in no event more than 8 hours after the accident. Drug testing must be done as soon as possible after the accident, but in no event more than 32 hours after the accident.
- D. DOT-Regulated Employees will be given random DOT drug and alcohol tests and will be kept in a random pool that includes only DOT-Regulated Employees. Alcohol testing must occur just before, during, or just after the performance of their covered safety-sensitive duties. DOT-Regulated Employees may also be subject to drug and alcohol testing upon reasonable suspicion, based upon observable performance, behavioral, or physical indicators of probable drug or alcohol use.
- E. A result of .04 percent (.04%) or higher on the DOT alcohol test is a positive alcohol test result. DOT-Regulated Employees with a DOT alcohol test result of between .02 percent (.02%) and .039 percent (.039%) are prohibited from discharging their vehicle-related duties for a period of 24 hours.
- F. DOT-Regulated Employees who receive a positive DOT drug or alcohol test result shall be suspended without pay. Suspended employees shall be evaluated by a substance abuse professional and shall not return to their DOT-Regulated duties until return is approved by a substance abuse professional. The returning employee shall be subject to DOT drug and alcohol tests upon resumption of DOT-Regulated duties and shall be subject to a minimum of 6 unannounced follow-up tests within the twelve (12) months following the positive test result. This follow-up testing shall be in addition to regular random testing. Any DOT-Regulated Employee who has a second positive DOT drug or alcohol test shall be discharged.
- G. DOT-Regulated Employees shall be subject to all the other provisions of this Policy.

IV. Duties

- A. As a condition of initial and continuing employment, all employees shall
1. Comply with the terms of this Policy and any rules or procedures promulgated there under; and
  2. Notify the Superintendent in writing of any conviction pursuant to any criminal drug or alcohol statute no later than (5) days after such conviction. For purposes of this Policy and any rules or procedures promulgated there under, a plea of guilty, no contest, or nolo contendere is a conviction.

- B. Within ten (10) days of receiving actual notice of an employee's conviction of any criminal drug statute for a violation occurring in the workplace or within the course and scope of employment, the Board shall notify any federal granting agency from which the Board receives a grant regarding such conviction.
- C. Any employee who has cause to suspect that the Policy has been or is being violated by another employee shall report such information to his or her supervisor or an administrator. In the event the person suspected of violating the Policy is the Superintendent, the employee shall report such information to the Chairperson of the Board. Any employee who makes a report pursuant to this Policy, cooperates with the Board in any ensuing inquiry or investigation, testifies in any Board proceeding resulting from the report, or otherwise participates in the enforcement of this Policy is immune from any disciplinary action that might otherwise be incurred or imposed for such action provided that the employee was acting in good faith.
- D. A supervisor or administrator shall report to law enforcement officials any circumstance or event that gives him or her reason to believe that an employee has violated a criminal drug or alcohol statute. Further, the Board shall cooperate in any investigations or prosecutions of its employees conducted by State, federal, or local law enforcement officials pursuant to a criminal drug or alcohol statute.

V. Authority To Test Employees

- A. The Superintendent shall establish, by administrative regulation, rules and procedures for the implementation of this Policy. Included in such rules and procedures shall be specific procedures for requiring and conducting any tests for the presence of alcohol and/or controlled substances authorized by this Policy. These procedures shall be designed so as to protect the privacy of the employee being required to undergo testing and shall require that all tests for the presence of alcohol and/or controlled substances be conducted pursuant to and in full compliance with the Controlled Substance Examination Regulations found in Chapter 25, Article 20 of the North Carolina General Statutes.
- B. No sample obtained for the purpose of conducting tests for the presence of alcohol and/or controlled substances pursuant to this Policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or mental infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol and/or controlled substances.
- C. All information obtained in the course of testing, examining, counseling rehabilitating, and treating employees pursuant to this Policy and any rules or procedures promulgated there under shall be protected as confidential medical information. Documents or data concerning this information shall not be open to inspection by persons other than the affected employee and shall be disseminated only on a need-to-know basis and at the express direction of the Superintendent.
- D. Pursuant to this Policy and any rules or procedures promulgated there under, the Superintendent or his or her designee(s) shall require the following persons to submit to testing for the presence of alcohol and/or controlled substances:
  - 1. All applicants and all newly-hired employees for the following positions or assignments, which the Board defines as Safety-Sensitive Positions:
    - a. Regular, substitute, and designated drivers of vehicles owned by the System;
    - b. Director of Transportation, vehicle mechanic supervisors, and vehicle mechanics;
    - c. Maintenance Department employees; and
    - d. Driver education teachers.

2. All current employees who apply for or are given an assignment, promotion, or transfer to a position listed in IV(D)(1), above.
  3. Any employee operating a vehicle owned by the System which vehicle is involved in an accident that results in \$500.00 or more in property damage, necessitates more than on-site first aid, or is reportable under the rules governing workers' compensation.
  4. Any employee operating a vehicle owned by the System who is found to have committed a moving traffic violation while operating said vehicle.
  5. Any employee when there is reason to believe that he or she has violated this Policy.
- E. The Superintendent or his or her designee shall require employees holding Safety Sensitive Positions to submit to random testing for the presence of alcohol and controlled substances. Employees who have been determined to have violated the Policy and (a) who currently are participating in or (b) who have completed an alcohol or drug abuse assistance or rehabilitation program pursuant to the Policy and any rules or procedures promulgated there under and who have been permitted to return to work shall also be subject to random testing.

VI. Penalties for Non-Compliance

Any employee who violates this Policy or any rules or procedures promulgated thereunder shall be subject to discipline up to and including termination and may be required to participate in an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent or his or her designee.

VII. Drug-Free Awareness Program

- A. The Superintendent or his or her designee shall establish a Drug-Free Awareness Program to inform all employees of the following:
1. The dangers of drug abuse in the workplace;
  2. The Board's policy of maintaining a drug-free workplace;
  3. Any available alcohol or drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for violations of this Policy.
- B. All supervisory employees shall receive information on (1) how to detect the use or abuse of alcohol and controlled substances among students and employees and (2) how to implement this Policy and any rules or procedures promulgated there under.
- C. Any employee who voluntarily seeks assistance for a problem regarding alcohol or drug abuse shall be encouraged to participate in an alcohol or drug abuse assistance or rehabilitation program.
- D. The Superintendent or his or her designee shall give a copy of this Policy to each employee and to each finalist for a position name in IV (D) (1), above.



**Cabarrus County Board Of Education  
Drug-Free Workplace Environment Policy**

**Employee's Acknowledgement of  
Receipt of Drug-Free Workplace Environment Policy**

I received a copy of the Board's revised (Dec., 1994) Drug-Free Workplace Environment Policy, and I hereby certify that I have read or had read to me the Policy and that I do understand the Policy.

I understand and agree that no sample obtained for the purpose of conducting tests for the presence of alcohol, over-the-counter medications, and/or controlled substances pursuant to the Policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or mental infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol, over-the-counter medications, and/or controlled substances.

I hereby acknowledge that my failure to follow the Board's Policy including my refusal to submit to alcohol and/or drug testing and to permit disclosure of such test results to the Superintendent or his or her designee when required to do so pursuant to the Policy may result in disciplinary action up to and including termination.

I \_\_\_ have or \_\_\_ have not since December 1, 1992, been convicted of a crime related to alcohol. I \_\_\_ have or \_\_\_ have not since December 1, 1990, been convicted of a crime related to drugs or any controlled substance. I agree to inform the Drug-Free Workplace Environment Policy Administrator in writing within five (5) days of my signing this Agreement of the nature and disposition of any such past conviction.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
School or Department

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attended Training Session

\_\_\_\_\_  
Employee's Signature