

The Howard County Public School System

10910 Route 108 Ellicott City, Maryland 21042-6198 (410) 313-6600

Please read the following statements concerning employment laws for the state of Maryland.

You are required to sign and return this form.

Drug-free Workplace Act of 1988

The United States Department of Education published a regulation which implements the Drug-Free Workplace Act of 1988. This regulation became effective on March 18, 1989 and is currently being implemented by the Howard County Public School System.

Policy Statement

It is the intention of The Howard County Public School System to create and maintain a healthy and safe school and work environment in which students can learn and employees can work without being subjected to the safety and health hazards created by the presence of illegal drugs and/or drug paraphernalia. Therefore, the presence of all illegal drugs and/or drug paraphernalia on school property and/or at school-sponsored events, whether on or off school property, is strictly prohibited. Furthermore, no employee whether on or off school property, shall engage in the use of illegal drugs and/or drug paraphernalia at any time (whether on or off duty hours). Any employee found to be in violation of this policy and/or any of the regulations adopted to implement this policy shall be subject to disciplinary action, which may include termination from employment. The Howard County Public School System shall not employ anyone who is known to engage in the current use of illegal drugs and/or drug paraphernalia.

The Department of Education reserves the right to implement policies, regulations, and procedures which are not limited to the above.

Notice: Lie Detector Tests

“UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

(M.D. Ann. Code art. 100, sec 95)

Fingerprinting Law

Effective October 1, 1986, a law became effective in the State of Maryland: Senate Bill 315 requires that fingerprinting and criminal background investigations be made on all new employees hired by a public school system.

The Howard County Public School System has contracted with F.Y.I. in Ellicott City MD to fingerprint all new employees. There is currently a \$10 fee for this service. The fee is subject to change at any time without prior notice. **Refingerprinting will occur as many times as necessary to comply with the law. There will be no exceptions.**

**The Howard County Public School System
is an alcohol free, drug free, and tobacco free workplace.**

**I have read and acknowledged the above statements concerning:
Drug-free Workplace Act of 1988 Notice: Lie Detector Tests Fingerprinting Law**

Signature

Date

PLEASE RETURN THIS FORM WITH THE APPLICATION