

DRUG-FREE WORKPLACE REGULATION

1. The Superintendent of Schools shall certify to any federal agency making a direct grant to the district that the district will provide a drug and alcohol free workplace, in accordance with the Drug-Free Workplace Act of 1988.
2. The Superintendent or his/her designee shall establish a drug and alcohol free awareness program to inform employees about:
 - a. the dangers of drug and alcohol abuse in the workplace;
 - b. the district's policy of maintaining a drug and alcohol free workplace;
 - c. any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - d. the penalties that may be imposed upon employees for drug or alcohol abuse violations.
3. The Superintendent or his/her designee shall publish a statement notifying district employees that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any other controlled substance is prohibited in the workplace (as defined by district policy). The statement shall specify the actions that will be taken against employees for violations of such prohibition. Each employee shall receive a copy of this statement and the Drug-Free Workplace Act of 1988.
4. Each employee, as a condition of employment, shall:
 - a. abide by the terms of the statement; and
 - b. notify the Superintendent of any criminal drug or alcohol statute conviction for a violation occurring in the workplace within five (5) days of the conviction.
5. The Superintendent will notify the Board of such conviction within ten (10) days after receiving notice of the conviction.
6. Appropriate disciplinary action will be taken as prescribed by law upon receipt of notice of such conviction for criminal drug or alcohol statute violations. Such disciplinary action may include termination, and/or requiring the satisfactory participation in substance abuse or alcohol assistance or rehabilitation programs approved for such purposes by a federal, State or local health, law enforcement or other appropriate agency.
7. The district shall make a "good faith effort" to continue to maintain a drug and alcohol free workplace through implementation of these regulations.

Adoption date: June 6, 1994

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