

## **Administrative Regulation**

### **PERSONNEL: GENERAL**

#### **Drug and Alcohol Free Workplace**

The following are the procedures for implementing District policy regarding the maintenance of a drug-free workplace.

The District will maintain a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Advising employee that the term "workplace" or "work site" encompasses all District property, including vehicles.
3. Informing employees that:
  - a. The use of drugs in the workplace not only may affect productivity and performance, but also may endanger the safety of pupils, fellow employees, or the drug abuser;
  - b. It is the policy of the District to maintain a drug-free workplace;
  - c. Drug counseling and rehabilitation programs are available through employee health plans;
  - d. Use of drugs in the workplace may result in termination;
4. Requiring that each employee engaged in the performance of a grant receive a copy of a statement stating that as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug conviction (including a plea of nolo contendere) for a violation occurring in the workplace no later than five days after such conviction;
5. Notifying the granting agency within ten (10) days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph (4) (b), with respect to any employee who is so convicted:

- a. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- b. Taking appropriate personnel action against such an employee, which may include termination.

Approved: July 13, 1989