



Book	District Rules and Regulations
Section	4000 - PERSONNEL
Title	Drug-Free Workplace
Code	4095
Status	Active
Last Revised	October 10, 1994

1. The District recognizes its responsibility to maintain a drug-free workplace. In recognition of that responsibility and in order to be in compliance with the Drug-Free Workplace Act of 1988, District employees are prohibited from performing any function as an agent of the District while under the influence of alcohol or illegal drugs.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol is prohibited in the District or while the employee is acting as an agent of the District. All unlawful substance-related acts of which the District is aware will be reported to the appropriate law enforcement agency.

2. As a condition of employment, each employee shall abide by the terms of the District's policy respecting a drug-free workplace.

A. While the District recognizes drug dependency as an illness and a major health problem, any employee who violates the terms of this policy may be reprimanded, suspended, discharged, or non-renewed in accordance with the provisions of Rules and Regulations and state law.

B. All employees will be notified by written statement of the District's policy regarding a drug-free workplace.

3. The District will provide a drug-free awareness program for employees.

A. Such a program will inform employees about the dangers of drug and alcohol abuse, the District's drug-free workplace policy, available counseling, and the penalties for drug violation convictions.

B. Such information will be distributed at least annually.

C. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the Board.

4. An employee shall notify his/her supervisor of his/her conviction under any criminal drug or alcohol statute for a violation occurring while serving as an agent of the District.

A. Such notification shall be provided no later than five (5) days after such conviction.

B. Any employee who violates the terms of this policy may be suspended, discharged, or non-renewed in accordance with the provisions of Rules and Regulations and state law.

C. Convictions of any criminal drug or alcohol statute while not serving as an agent of the District may fall under this policy.

5. The District will impose sanctions on employees convicted for drug or alcohol activities while serving as an agent of the District.

A. Such sanctions will occur within thirty (30) days of receiving notice.

B. Such sanctions will include appropriate personnel action up to and including discharge or requiring the employee to satisfactorily participate in an approved drug abuse rehabilitation program.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_