

All PersonnelDrug and Alcohol-Free Workplace

The following regulations shall serve to support the intent of the Board of Education:

1. A published statement regarding the drug and alcohol-free workplace will be distributed by the Personnel Division to each employee who will be requested to sign a copy to be placed in the personnel file. The statement will read as follows:

"Notice to All Employees: The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (drug and alcohol) is prohibited in all workplaces of this District. Violation of this prohibition may result in disciplinary action, up to and including dismissal. In addition, violation may constitute violation of the California Education Code and other State laws and may result in immediate suspension without pay in the event that criminal charges are filed.

As a condition of being employed to work under any federal grant received by this District, employees are required to abide by the terms of this statement. These employees are further required to notify the Director, Personnel Support Services of any conviction for a criminal drug statute violation occurring in the workplace within five days after such conviction."

2. Employees will be informed 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 counseling, rehabilitation, and employee assistance program.
 - d. Penalties that may be imposed for drug or alcohol abuse violations in the workplace.

Such information will be distributed to employees by the Personnel Division through the building principal and department managers.

3. Federal grant agencies will be notified by the Director, Personnel Support Services within ten (10) days after being notified by an employee of a conviction, or otherwise learning of a conviction.
4. Within thirty (30) days of learning of the conviction, the District will:
 - a. Take appropriate personnel action, and/or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by an appropriate government agency.
5. Make a good-faith effort to continue to maintain a drug and alcohol-free workplace through implementation of each section of the drug and alcohol-free workplace regulation.