

**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-free workplace, in accordance with the Drug-Free Workplace Act of 1988.
2. The Superintendent or designee shall establish a drug-free awareness program to inform employees about the following:
  - a. the dangers of drug abuse in the workplace;
  - b. the District's policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. the penalties that may be imposed upon employees for drug abuse violations.
3. The Superintendent or designee shall publish a statement notifying District employees that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and other substance(s) (as defined by District policy) is prohibited in the workplace. The statement shall specify the actions the District will take 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 on any direct federal grant, shall:
  - a. abide by the terms of the statement; and
  - b. notify his/her/their immediate supervisor, who shall notify the Superintendent, of any criminal drug statute conviction(s) for a violation occurring in the workplace within three (3) days of such conviction.
5. The Superintendent shall notify the Board of Education of any such conviction(s), and shall notify the granting agency within ten (10) days after receiving notice of such conviction(s) from any source.
6. Within thirty (30) days of such conviction(s), the District may initiate appropriate disciplinary action against any employee so convicted in the manner provided for by law, up to and including dismissal, and/or require the employee's satisfactory participation 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.
7. The District shall make a "good faith effort" to continue to maintain a drug-free workplace through the implementation of this regulation.

Adoption date: July 20, 2011

Revised: November 16, 2022