

PROPOSED POLICY

DRUG-FREE AWARENESS PROGRAM

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

~~The District shall strive to provide a drug-free workplace and shall require all employees to abide by the following procedures as a condition of their employment:~~

- ~~1. The District will provide all employees with annual notification through the employee handbook, and other District publications that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined by federal and/or state law) is prohibited in the workplace.~~
- ~~2. A drug-free awareness program has been established and is available to all employees. This program provides information about:
 - ~~a. The dangers of drug abuse in the workplace.~~
 - ~~b. The District policy of maintaining a drug-free workplace.~~
 - ~~c. Available drug counseling, rehabilitation, and employee assistance programs.~~
 - ~~d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.~~
 - ~~e. The penalties that may be imposed for drug abuse violations occurring outside the workplace that result in the arrest of the employee.~~~~
- ~~3. An employee shall immediately notify the administration of any conduct relating to or allegations of any drug violation incident occurring in the workplace. Any allegation will be immediately investigated by the administration.~~

- ~~4. If an employee is arrested and charged with any criminal offense involving any alleged drug violation, he or she shall be subject to immediate personnel action until a disposition has been made of the case. The Superintendent is delegated the authority to take appropriate personnel action regarding any employee upon receiving evidence of any arrest for any drug-related criminal offense or violation of this policy, in accordance with applicable contract, legal, and policy requirements. [See DC and DF policy series, and DI(EXHIBIT)] Any affected employee may contest any such action in accordance with established procedures. [See policies previously cited and DGBA]~~
- ~~5. Any employee convicted of a violation of a criminal drug law, and any employee who violates this policy or fails to comply with any directive of the administration pursuant to this policy is subject to appropriate disciplinary action, up to and including termination of employment, in accordance with applicable legal and policy requirements. [See DC and DF policy series, and DI(EXHIBIT)]~~
- ~~6. The District will notify any federal agency from which the District has received a grant, within ten days after the District receives notice that a District employee has been convicted of a criminal drug law violation occurring in the workplace, in accordance with the requirements of the grant and the Drug-Free Workplace Act of 1988, as amended.~~

**EMPLOYEE
RESPONSIBILITY**

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.