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## **PERSONNEL**

## **General Personnel - Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

- 1. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- 2. distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one which is:

- 1. not legally obtainable;
- 2. being used in a manner different than prescribed;
- 3. legally obtainable, but has not been legally obtained; or
- 4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

- 1. abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- 2. notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;

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- 2. post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- 3. make available materials from local, state, and national anti-drug and alcoholabuse organizations;
- 4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- 5. inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee assistance programs.

## <u>District Action Upon Violation of Policy</u>

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program.

The School Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employee=s conviction within ten (10) days after receiving notice of the conviction.

LEGAL REF.: Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.

Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. §1308.11 -

1308.15.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C.

§7101 et seq.

Americans With Disabilities Act, 42 U.S.C. § 12114.

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