

DRUG-FREE WORKPLACE: PROCEDURES FOR IMPLEMENTATION OF BOARD POLICY 4120

The Superintendent/designee shall:

1. Distribute the following statement to all employees:

The Fullerton Joint Union High School District recognizes the potential dangers of drug abuse in the workplace. Such abuse increases safety risks to employees and students where the impaired employee is responsible for supervision of students, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of District students and personnel. Additional dangers of drug abuse may include a loss of efficiency to the District, and an additional burden on co-workers who must accommodate the absences or inefficiency of an impaired employee.

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C. 812), is prohibited in the workplace.

You are further notified that, as a condition of your continued employment under any federal grant to the District, you will abide by the terms of this statement, and will notify the District of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered to the Superintendent/designee no later than five (5) days after such conviction.

The District will take appropriate personnel action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

2. Establish a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The District's policy of maintaining a drug-free workplace;
- c. Drug counseling, rehabilitation, and assistance programs available to eligible employees through health and welfare benefit plans presently in effect; and
- d. The penalties that may be imposed by the District on employees for drug abuse violations.

Reference: Public Law 100-690, 41 U.S.C. 701, et seq.

Regulation approved: March 6, 1990, December 7, 1992