MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT

SUBJECT: DRUG-FREE WORKPLACE

The Board of Education maintains that it will provide a drug-free workplace by:

1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2) Establishing 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. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3) Making it a requirement that each employee engaged in the performance of a federal grant program be given a copy of the statement required by paragraph 1) of this regulation.

4) Notifying the employee in the statement required by paragraph 1) of this regulation that, as a condition of employment under the grant, the employee will:
   a. Abide by the terms of the statement, and
   b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Notifying the federal granting agency within ten (10) days after receiving notice under subparagraph 4)b of this regulation from an employee or otherwise receiving actual notice of such conviction.

6) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph 4)b of this regulation with respect to any employee who is so convicted:
   a. Taking appropriate personnel action against such an employee, up to and including termination; or

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b. Requiring such employee to participate satisfactorily 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) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above paragraphs.