

Personnel

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.