



## **4173.1: DRUG-FREE WORKPLACE**

In order to implement the drug-free workplace policy of the District, the District shall implement the following rules:

I. The District shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the District's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

II. The District shall establish a drug-free awareness program to inform employees about:

A. The dangers of drug abuse;

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.

III. The District shall provide each employee with a copy of the statement set forth in Section I.

IV. The District shall notify each employee in the statement required by Section I that as a condition of employment, the employee will:

A. Abide by the terms of the statement; and

B. Notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than one business day after such conviction.

V. The District shall notify any federal or state agency for whom grant money is received within ten days after receiving notice under Section IV(B) from an employee or otherwise receiving actual notice of such conviction.

VI. The District shall take one of the following actions within thirty days of receiving notice under Section IV (B), with respect to any employee who is convicted:

A. Take appropriate personnel action against such an employee, up to and including termination; or

B. Require 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.

VII. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the above rules.

#### **Date of Adoption**

December 18, 1989

#### **Date of Revision**

November 18, 2013

#### **Reaffirmed**

December 7, 1998

February 5, 2007

June 3, 2019

June 6, 2022

#### **Related Policies and Rules**

[4173: Drug-Free Workplace](#)

[4173.2: Drug-Free Workplace: Alcohol](#)

[4173.3: Drug-Free Workplace: Drugs](#)

## Legal Reference

41 U.S.C. §§ 8102 and 8103