

## **DRUG AND ALCOHOL FREE WORKPLACE (BP4020)**

The District is fully committed to achieving a drug and alcohol free environment for its students and employees. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in all District work places.

While the District has no intention of intruding into the private lives of its employees, involvement with drugs off the job can affect job performance and safety. Employees who think they may have a drug/alcohol problem are urged to voluntarily seek assistance and get help immediately. While the District will be supportive of those who seek help voluntarily, it will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help. To this end, the District will act to eliminate any substance abuse (illegal drugs, prescription drugs, or any other substance which could impair an employee's safety and ability to effectively perform the functions of the assigned job), which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the reputation of the District. All employees should be aware that violations of the Drug Free Workplace Policy will result in discipline, up to and including termination.

Employee responsibilities for a drug free workplace include:

1. Not having their ability to perform job duties impaired due to the use of illegal drugs or prescription drugs without a prescription;
2. Not reporting to work or being subject to being called to duty while his/her ability to perform job duties is impaired by use of illegal drugs or prescription drugs, with or without a prescription;
3. Not possessing or being under the influence of illegal drugs or prescription drugs, without a prescription, during working hours or while subject to being called to duty, on breaks, during meal periods or at anytime while on District Property;
4. Not directly or through a third party selling or providing drugs to any person, including any employee, while either employee or both employees are on duty or subject to being called to duty;
5. Notifying his/her supervisor, manager, or the Personnel Department before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of equipment;
6. Providing within 24 hours of request bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug test is positive. The prescription must be in the employee's name; and

7. Notifying his/her manager or the Personnel Department of any criminal drug statute conviction within five (5) days after such conviction.

As a condition of being employed to work under any federal grant received by the Newhall School District, employees are required to abide by the terms of this statement. These employees are further required to notify their supervisor, (or the Personnel Department) of any conviction for a criminal drug statute violation within five (5) days after such conviction.