

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE SUBSTANCE-FREE WORKPLACE

No. 403.5

It is the policy of the District that the District will maintain a substance-free workplace. Employees will be required to abide by the terms of this policy statement.

No employee engaged in work for the District shall unlawfully manufacture, distribute, dispense, possess, use, and/or be under the influence of in the workplace, alcohol and/or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or state law.

"Workplace" is defined as the site for the performance of work done in the capacity as a District employee. That includes a District or a local school building or District or local school premise; a District-owned vehicle or a District-approved vehicle used to transport District personnel to and from District work-related activities; and off-District property during a District-sponsored or District-approved activity, event, or function.

Employees shall notify their supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the District may take appropriate disciplinary action against the employee, up to and including termination of employment, or the District may require the employee to participate successfully in an approved drug abuse assistance or rehabilitation program. If the District requires the employee to participate successfully in an approved drug abuse assistance or rehabilitation program and the employee fails to so, the District will take appropriate disciplinary action against the employee, up to and including termination of employment.

The Director of Human Resources shall be responsible for publication and dissemination of this policy to each employee. In addition, the Director of Human Resources shall oversee the establishment of an annual drug-free awareness program to educate employees about the dangers of drug abuse and make them aware of available drug counseling programs.

It is the responsibility of the Director of Human Resources to develop administrative regulations to implement this policy.

Legal Reference: 41 U.S.C. §§ 81.  
42 U.S.C. §§ 12101 *et seq.*  
34 C.F.R. Pt. 85.  
Iowa Code §§ 123.46; 124; 279.8.  
Cross Reference: 404 Employee Conduct and Appearance

Date Approved: August 14, 2006

Last Date Reviewed: June 22, 2020

Last Date Revised: June 22, 2020