

Notice to All Employees DRUG-FREE WORKPLACE

On November 18, 1988, the federal Drug Free Workplace Act of 1988 was enacted. This statute requires employers, such as school districts, to certify that they will provide a drug-free workplace.

In keeping with the provisions of this act, the San Dieguito Union High School District hereby notifies its employees:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any and all district workplaces;
2. Violation of paragraph 1 by any employee will result in appropriate discipline up to and including termination;
3. Employees will notify the Associate Superintendent Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
4. Within thirty (30) days of receiving the notice required by paragraph 3, the district shall:
 - a. Take appropriate disciplinary action as specified in paragraph 2; and/or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, law enforcement, or other appropriate agency.
5. The Board of Trustees of the San Dieguito Union High School District has established a drug-free awareness program through its Employee Assistance Service Program. The district will inform its employees of the dangers of drug abuse in the workplace, and will inform employees of any available drug counseling, rehabilitation and employee assistance programs.

I have read and understand the foregoing, and have been given a copy of this document.

Employee Signature

Date