

**DRUG-FREE WORKPLACE**

Pursuant to Public Law 100-690, the Board of Trustees believes that the maintenance of drug-free workplaces is essential to school and district operations. The superintendent or designee shall:

1. Publish and give to each employee a notification that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. The notification shall specify the actions that will be taken against employees who violate this prohibition. The notification shall also state that as a condition of employment, the employee will abide by the terms it specifies and notify the employer, within five (5) days, of any criminal drug statute conviction for a violation occurring in the workplace.
2. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The district 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 on employees for drug abuse violations.
3. Notify federal agencies with whom contracts are held or from whom grants are received within ten (10) days after receiving notification of any criminal drug statute conviction for a violation occurring in the workplace. Within thirty (30) days after receiving such notification, the superintendent or designee shall either initiate appropriate personnel action against the employee, up to and including termination, and/or shall require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by an appropriate governmental agency.
4. Make good faith effort to continue maintaining a drug-free workplace through implementation of this policy.

**LEGAL REFERENCE**

The Drug-Free Workplace Act of 1988  
Public Law, 100-690, 5151-5160

ATTACHMENT A

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
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 Assistant Superintendent/Personnel 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 have 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.

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

\_\_\_\_\_  
(Please Print) First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date