
CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Duties, Responsibilities & Rights of Employees

DRUG- AND ALCOHOL-FREE WORKPLACE

PURPOSE: To establish guidelines for a drug- and alcohol-free workplace.

- A. It is the policy of the Governing Board to maintain a drug- and alcohol-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, possession, sale or use, or be under the influence of any alcoholic beverage, drug or controlled substance, defined in the Controlled Substances Act and Code of Federal Regulations by an employee before, during or after work hours at the employee's workplace or in any other District workplace.

A school district workplace is defined as any place where District work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

- B. Compliance with this policy shall be a condition of employment and it is the responsibility of every employee to abide by this policy.
- C. Employees found to be in violation of this policy will be subject to:
1. disciplinary action up to and including dismissal from District service and/or;
 2. required satisfactory participation in a substance abuse assistance or rehabilitation program approved for such purposes by Federal, State or local health, law enforcement or other appropriate agency.
- D. Any employee convicted of a criminal drug or alcohol statute violation occurring in the workplace must, as a condition of employment, notify the District no later than five (5) days after such conviction.

For the purposes of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

Upon receiving notice from an employee or otherwise, of a conviction for a violation occurring in the workplace, the District shall;

1. Within ten (10) days, notify the appropriate federal agency overseeing any grant received by the District.
 2. Within thirty (30) days, take the action(s) specified in paragraph C.
- E. The District shall establish and maintain a drug- and alcohol-free awareness program to inform employees about:
1. The dangers of drug and/or alcohol abuse in the workplace.

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2. The District policy of maintaining a drug- and alcohol-free workplace.
 3. The availability of drug and/or alcohol counseling, rehabilitation and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.
- F. The District will provide each existing and newly hired employee with a copy of this policy and educational material as specified in paragraph E above.
- G. The District shall make a good faith effort to maintain a drug- and alcohol-free workplace through the implementation of this policy.

*Adopted: 9/12/90
Amended: 5/13/92
Amended: 4/27/05
Amended: 11/14/07*

*Education Code sections 44011, 44425, 44836, 44940, 44940.5, 45123, 45304
Government Code sections 8350-8357
United States Code, Title 20, sections 7111-7117
United States Code, Title 21, section 812
United States Code, Title 41, sections 701-707
Code of Federal Regulations, Title 21, section 1308.01-1308.49*