



Drug-Free Workplace Notice to Employees

YOU ARE HEREBY NOTIFIED that it is a violation of board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in the Drug-Free Workplace Act of 1988.

"Workplace" is defined as any place where district work is performed, including a school building or other school premises; any district owned or district-approved vehicle used to transport students to and from school or school activities; and any off campus sites when accommodating a district sponsored or district-approved activity or function, such as a field trip or athletic event; where students are under district jurisdiction.

As a condition of your continued employment with the District, you must comply with the District's policy on Drug-Free Workplace and will, any time you are convicted of any criminal drug statute violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

Pursuant to California Education Code 45123, the District may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code section 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

The District may employ a person convicted of a controlled substance only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. Pursuant to Education Code 45123, the board shall determine the type and manner of presentation of the evidence, and the board's determination is final as to whether or not the person has been rehabilitated.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. Pursuant to Education Code 44065, the District may not employ non-certificated persons in a position requiring a certificate.

Drug counseling, rehabilitation, and/or employee assistance programs are available by calling the Occupational Health Services Corporation at 1-800-227-1060.

I have read the above Drug-Free Workplace Notice and I agree to comply therewith.

Employee's Name - Please Print

Employee's Signature

Date: _____