

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### ADMINISTRATIVE REGULATION -- DRUG AND ALCOHOL-FREE SCHOOLS

AR 3513.4

To enforce the drug and alcohol-free workplace policy of the Santa Barbara County Education Office, the County Superintendent or designee will:

1. Publish and give to each employee a notification that the unlawful manufacture, distribution, dispensation, possession, or use of any alcoholic beverage, drug, or 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 of this regulation, and will notify his/her supervisor within five (5) days of any criminal drug or alcohol statute conviction which s/he receives for a violation occurring in the workplace.

For the purpose of this regulation, "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.

2. Establish a drug and alcohol-free awareness program to inform employees about:

- a. the dangers of drug and alcohol abuse in the workplace;
- b. the policy of maintaining a drug and alcohol-free workplace;
- c. any available drug and alcohol counseling, and rehabilitation programs;
- d. the penalties that will be imposed on employees for drug or alcohol abuse violations.

3. Notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

4. Initiate disciplinary action within thirty (30) days after receiving notice of a conviction from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, any applicable collective bargaining agreement, and policies, regulations and procedures of the Santa Barbara County Education Office.

5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of these regulations.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

ADMINISTRATIVE REGULATION -- DRUG AND ALCOHOL-FREE SCHOOLS

AR 3513.4

-2-

In taking disciplinary action, the County Superintendent or designee will either require termination or, when termination is not required by law, shall either take disciplinary action, up to and including termination, or require the employee to satisfactorily participate in a drug or alcohol assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The County Superintendent or designee's decision will be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and policies, regulations and procedures of the Santa Barbara County Education Office.

APPROVED BY COUNTY SUPERINTENDENT:  
REVISED:

May 7, 1992  
April 7, 1994  
April 6, 1995

AR 3513.4