

NOTICE TO ALL EMPLOYEES

FEDERALLY MANDATED DRUG FREE WORKPLACE

The schools of the Kutztown Area School District are designated as DRUG FREE WORKPLACES. In order to maintain the alcohol and other drug free status of these facilities, the Board of School Directors of the Kutztown Area School District has enacted an Alcohol and Other Drug Use policy, a copy of which is attached to this notice.

This notice is in conformance with the last paragraph of the policy.

This is the statement from the Superintendent.

ALL EMPLOYEES ARE BANNED FROM THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION AND/OR USE OF ILLEGAL DRUGS AND ALCOHOL IN ALL FACILITIES OF THE KUTZTOWN AREA SCHOOL DISTRICT. THE DISTRICT SHALL TAKE ALL APPROPRIATE ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT OF A PERSON WHO IS CONVICTED OF AN ALCOHOL AND/OR OTHER DRUG VIOLATION. ANY PERSON WHO IS CONVICTED OF DELIVERY OF AN ILLEGAL DRUG OR ALCOHOL OR OF THE POSSESSION OF AN ILLEGAL DRUG OR ALCOHOL WITH THE INTENT TO DELIVER SHALL BE TERMINATED FROM HIS OR HER EMPLOYMENT WITH THE SCHOOL ENTITY.

ALCOHOL AND ILLEGAL DRUG USE IN THE WORKPLACE IS A DANGER TO ALL EMPLOYEES AND STUDENTS. THE DISTRICT INTENDS TO MAINTAIN A DRUG-FREE WORKPLACE AT ALL TIMES.

For a list of agencies which you may wish to access if you have a chemical dependency problem, please contact the Council on Chemical Abuse at 220 North Fifth Street, Reading, PA 19601 (610) 376-8669, your Employee Assistance Program Administrator, or your school Human Resources Director.



ALCOHOL AND OTHER DRUG USE

PURPOSE

The Board of School Directors of Kutztown Area School District recognizes that the misuse of alcohol and other drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by alcohol and other drug use by employees, especially as the use relates to the safety, efficiency and productivity of employees.

The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property and the fulfillment of the federally mandated drug free workplace guidelines.

DEFINITIONS

For the purposes of this policy, "drugs"/"illegal drugs" shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act. "Alcohol" shall be defined as a beverage, either commercially or non-commercially produced, which contains alcohol, and includes, but is not limited to, beer, whiskey, liquor, wine, etc.

"Conviction" shall be defined as finding of guilt (including a plea of "nolo contendere") or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of a federal or state criminal drug statute. Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.

"Criminal drug statute" shall be defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any illegal drug, and/or alcohol.

"Drug-free workplace" shall be defined as the site, whether on District property or elsewhere, at which the employees, in carrying out the requisites of their job descriptions, are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs and/or alcohol.

DELEGATION OF RESPONSIBILITY

A statement notifying employees, that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs and/or alcohol is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy.

Each employee shall be given a copy of the statement and notification to the employee that, as a condition of employment by the District, the employee will abide by the terms of the statement and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The designated agency shall be notified within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

CONFIRMATION OF RECEIPT OF INFORMATION

I confirm that I have received copies of the NOTICE TO ALL EMPLOYEES CONCERNING A DRUG-FREE WORKPLACE and the ALCOHOL AND OTHER DRUG USE policy of the Kutztown Area School District.

Print Name

Signature

Date