

## **DRUG FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to school district property. Therefore, it is the policy of this school district that the unlawful manufacture, distribution, dispensation, possession or use of controlled substance in the school district's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. This school district does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on school premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C.S. 812 and other Federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the Superintendent of School within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the school district's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any Federal, or State or local court.
4. The Superintendent of Schools must notify the U.S. Government Agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If any employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the school district may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any Federal government contract, the law requires all employees to abide by this policy.

SOURCE: Oxford City Board of Education, Oxford, AL  
ADOPTED: July 22, 2008  
LEGAL REF.: Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

## **DRUG-FREE WORKPLACE**

### **ACKNOWLEDGMENT**

I, \_\_\_\_\_, an employee of the Oxford City Board of Education, hereby certify that I have received a copy of this school district's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this school district's premises and violation of this policy can subject me to discipline up to and including termination. I realize that as a condition of employment, I must abide by the terms of this policy and will notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

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**Signature**

**Date**