

Salinas City Elementary School District

All Personnel

Policy #4020

Drug and Alcohol-Free Workplace

The Governing Board believes that the maintenance of drug and alcohol-free workplaces is essential to staff and student safety and to help ensure a productive and safe work and learning environment

No employee shall unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

The Superintendent or designee shall:

Notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 8103)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

- a. The dangers of drug abuse in the workplace.
- b. The district's policy of maintaining a drug free workplace.
- c. Available drug counseling, rehabilitation, and employee assistance programs,
- d. The penalties that may be imposed on employees for drug abuse violations. occurring in the workplace.

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State	Description
Ed. Code 44011	Controlled substance offense
Ed. Code 44425	Conviction of a sex or narcotic offense
Ed. Code 44836	Employment of certificated persons convicted of sex offense or controlled substance offense
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45304	Compulsory leave of absence for classified persons
Gov. Code 8350-8357	Drug-free workplace
Federal	Description
20 USC 7111-7117	Safe and Drug Free Schools and Communities Act
21 CFR 1308.01-1308.49	Schedule of controlled substances
21 USC 812	Schedule of controlled substances
41 USC 8101-8106	Drug-Free Workplace Act